# Dell 3333dn and 3335dn Laser MFP

## User's Guide

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# Safety information

**CAUTION—POTENTIAL INJURY:** See the enclosed *Safety Sheet* before making any cable or electrical connection.

Connect the power cord to a properly grounded electrical outlet that is near the product and easily accessible.

Do not place or use this product near water or wet locations.

**CAUTION—SHOCK HAZARD:** Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.

Refer service or repairs, other than those described in the user documentation, to a professional service person.

**CAUTION—POTENTIAL INJURY:** This product uses a laser. Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

This product uses a printing process that heats the print media, and the heat may cause the media to release emissions. You must understand the section in your operating instructions that discusses the guidelines for selecting print media to avoid the possibility of harmful emissions.

Use care when you replace a lithium battery.

**CAUTION—POTENTIAL INJURY:** There is a danger of explosion if a lithium battery is incorrectly replaced. Replace it only with the same or an equivalent type of lithium battery. Do not recharge, disassemble, or incinerate a lithium battery. Discard used batteries according to the manufacturer's instructions and local regulations.

**CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

**CAUTION—POTENTIAL INJURY:** The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to move it safely.

**CAUTION—POTENTIAL INJURY:** Before moving the printer, follow these guidelines to avoid personal injury or printer damage:

- Turn the printer off using the power switch, and then unplug the power cord from the wall outlet.
- Disconnect all cords and cables from the printer before moving it.
- Lift the printer off the optional drawer, and set it aside instead of trying to lift the drawer and printer at the same time.

  **Note:** Use the handholds located on both sides of the printer to lift it off the optional drawer.

Use only the power cord provided with this product or the manufacturer's authorized replacement.

Use only the telecommunications (RJ-11) cord provided with this product or a 26 AWG or larger replacement when connecting this product to the public switched telephone network.

**CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

**CAUTION—SHOCK HAZARD:** Make sure that all external connections (such as Ethernet and telephone system connections) are properly installed in their marked plug-in ports.

This product is designed, tested, and approved to meet strict global safety standards with the use of specific manufacturer's components. The safety features of some parts may not always be obvious. The manufacturer is not responsible for the use of other replacement parts.

**CAUTION—POTENTIAL INJURY:** Do not cut, twist, bind, crush, or place heavy objects on the power cord. Do not subject the power cord to abrasion or stress. Do not pinch the power cord between objects such as furniture and walls. If any of these things happen, a risk of fire or electrical shock results. Inspect the power cord regularly for signs of such problems. Remove the power cord from the electrical outlet before inspecting it.

**CAUTION—SHOCK HAZARD:** To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the wall outlet and disconnect all cables from the printer before proceeding.

# Learning about the printer

## Thank you for choosing this printer!

We've worked hard to make sure it will meet your needs.

To start using your new printer right away, use the setup materials that came with the printer, and then skim the *User's Guide* to learn how to perform basic tasks. To get the most out of your printer, read the *User's Guide* carefully, and make sure you check the latest updates on our Web site.

We're committed to delivering performance and value with our printers, and we want to make sure you're satisfied. If you do encounter any problems along the way, one of our knowledgeable support representatives will be delighted to help you get back on track fast. And if you find something we could do better, please let us know. After all, you are the reason we do what we do, and your suggestions help us do it better.

## Finding information about the printer

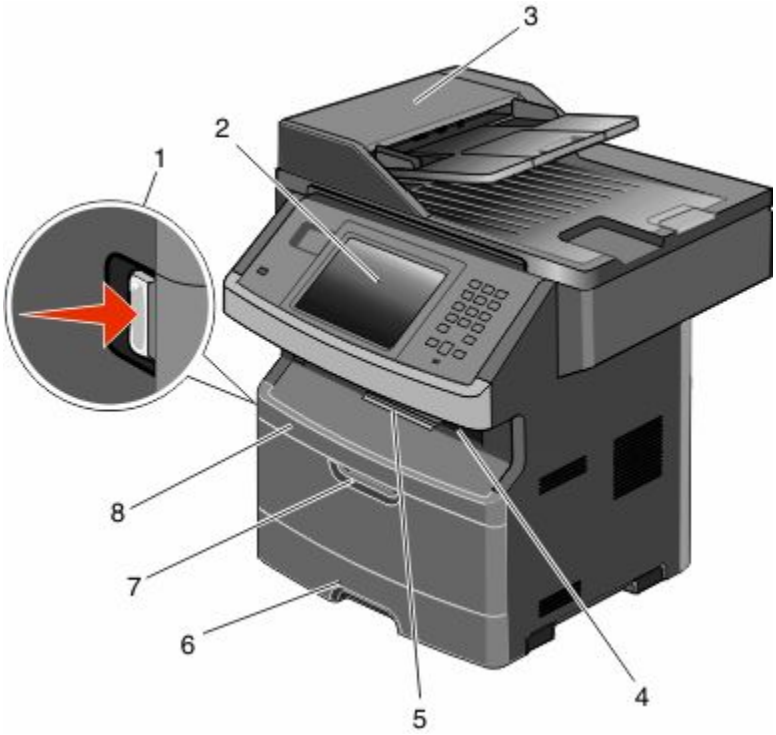
| What are you looking for? | Find it here |
|---|---|
| Initial setup instructions:<br>• Connecting the printer<br>• Installing the printer software | Setup documentation—The setup documentation came with the printer. |
| Additional setup and instructions for using the printer:<br>• Selecting and storing paper and specialty media<br>• Loading paper<br>• Performing printing, copying, scanning, and faxing tasks, depending on your printer model<br>• Configuring printer settings<br>• Viewing and printing documents and photos<br>• Setting up and using printer software<br>• Setting up and configuring the printer on a network, depending on your printer model<br>• Caring for and maintaining the printer<br>• Troubleshooting and solving problems | *User's Guide*—The *User's Guide* is available on the *Software and Documentation* CD.<br>*Quick Reference*—The *Quick Reference* is available on the *Software and Documentation* CD under "View Additional Documentation."<br>For updates, check our Web site at **support.dell.com**. |
| Help using the printer software | Windows or Mac Help—Open a printer software program or application, and then click **Help**.<br>Click to view context-sensitive information.<br>**Notes:**<br>• The Help installs automatically with the printer software.<br>• The printer software is located in the printer Program folder or on the desktop, depending on your operating system. |

| What are you looking for? | Find it here |
|---|---|
| The latest supplemental information, updates, and technical support:<br>• Documentation<br>• Driver downloads<br>• Product upgrades<br>• Service call and repair information<br>• Order status<br>• Live chat support<br>• E-mail support<br>• Telephone support | Dell Support Web site—**support.dell.com**<br>**Note:** Select your region, and then select your product to view the appropriate support site.<br>Support telephone numbers and hours of operation for your region or country can be found on the Support Web site.<br>Have the following information ready when you contact support so that they may serve you faster:<br>• Service Tag<br>• Express Service Code<br>**Note:** The Service Tag and Express Service Code appear on labels located on your printer. |
| • Software and Drivers—Certified drivers for my printer and installers for Dell printer software<br>• Readme files—Last-minute technical changes, or advanced technical reference material for experienced users or technicians | *Software and Documentation* CD |
| • Supplies and accessories for my printer<br>• Replacement cartridges | Dell Printer Supplies Web site–**dell.com/supplies**<br>You can purchase printer supplies online, by telephone, or in select retail stores. |
| • Safety information for preparing to operate my printer<br>• Regulatory information<br>• Warranty information | *Product Information Guide*<br> <br>**Note:** The *Product Information Guide* may not be available in your country or region. |

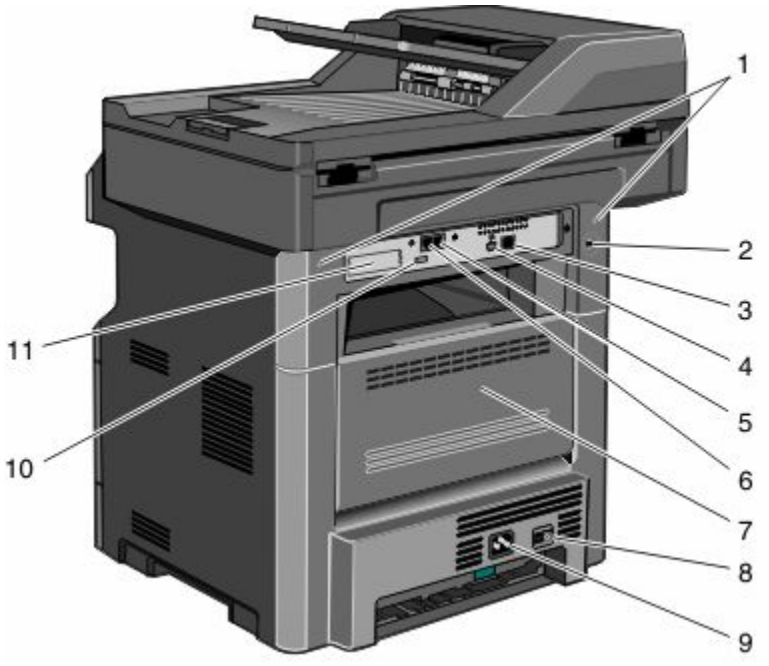
# Printer configurations

**Note:** Printer configuration may vary depending on your printer model.

# Basic model




| | |
|---|---|
| **1** | Front door release button |
| **2** | Printer control panel |
| **3** | Automatic Document Feeder (ADF) |
| **4** | Standard exit bin with overhead light |
| **5** | Paper stop |
| **6** | Standard 250-sheet tray |
| **7** | Multipurpose feeder door |
| **8** | Front door |



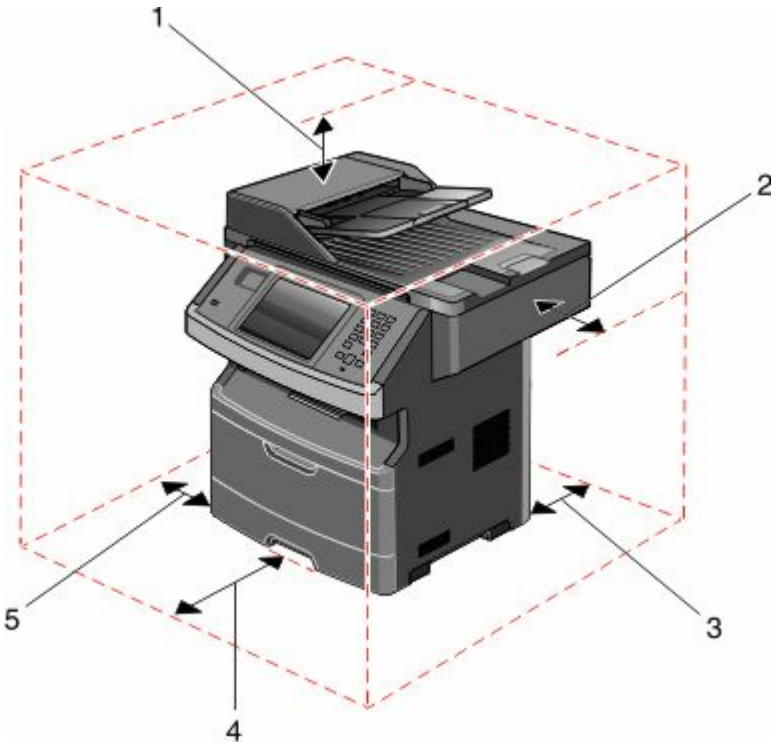

| | |
|---|---|
| **1** | System board locks |
| **2** | Locking device |
| **3** | Ethernet port |
| **4** | USB port<br>**Note:** Use this USB port to connect the printer to the computer. |
| **5** | Fax wall connection port<br>**Note:** The Fax ports are present only when a fax card is installed. |
| **6** | Fax telephone connection port<br>**Note:** The Fax ports are present only when a fax card is installed. |
| **7** | Rear door |
| **8** | Power switch |
| **9** | Printer power cord socket |
| **10** | USB peripheral port |
| **11** | Removable protective plate<br>**Note:** The protective plate is removed when internal options are installed. |

# Selecting a location for the printer

When selecting a location for the printer, leave enough room to open trays, covers, and doors. If you plan to install any options, leave enough room for them also. It is important to:

- Make sure airflow in the room meets the latest revision of the ASHRAE 62 standard.
- Provide a flat, sturdy, and stable surface.

- Keep the printer:
  - Away from the direct airflow of air conditioners, heaters, or ventilators
  - Free from direct sunlight, humidity extremes, or temperature fluctuations
  - Clean, dry, and free of dust
- Allow the following recommended amount of space around the printer for proper ventilation:




| | | |
|---|---|---|
| **1** | Top | 254 mm (10 in.) |
| **2** | Right Side | 203 mm (8 in.) |
| **3** | Rear | 305 mm (12 in.) |
| **4** | Front | 203 mm (8 in.) |
| **5** | Left Side | 76 mm (3 in.) |

# Basic functions of the scanner

The scanner provides copy, fax, and scan-to-network capability for large workgroups. You can:

- Make quick copies, or change the settings on the printer control panel to perform specific copy jobs.
- Send a fax using the printer control panel.
- Send a fax to multiple fax destinations at the same time.
- Scan documents and send them to your computer, an e-mail address, a flash drive, or an FTP destination.
- Scan documents and send them to another printer (PDF by way of FTP).

**Note:** The fax function is available on selected printer models only.

# Understanding the ADF and scanner glass

| Automatic Document Feeder (ADF) | Scanner glass |
| --- | --- |
| Use the ADF for multiple-page documents. | Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). |

You can use the ADF or the scanner glass to scan documents.

## Using the ADF

The ADF can scan multiple pages, including duplex pages. If duplex settings are selected, the ADF scans both sides of the page automatically. When using the ADF:

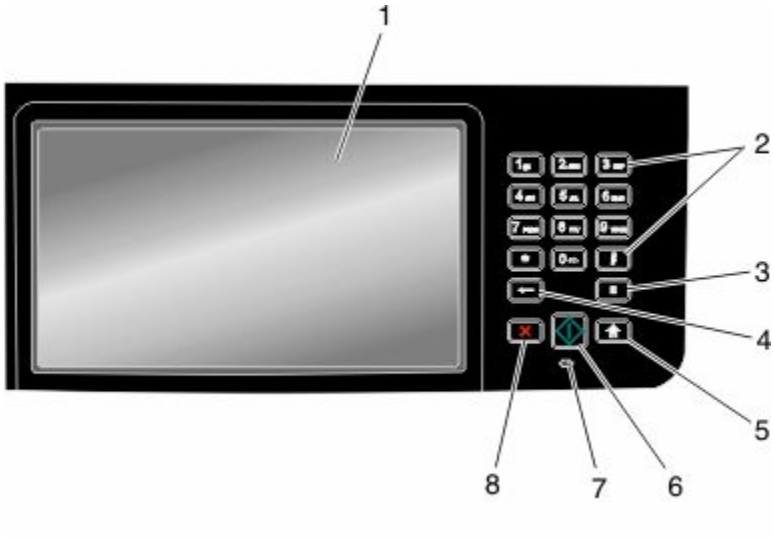
- Load the document into the ADF faceup, short edge first.
- Load up to 50 sheets of plain paper in the ADF input tray.
- Scan sizes from 125 x 127 mm (4.92 x 5.0 in.) to 215.9 x 355.6 mm (8.5 x 14 in.).
- Scan documents with mixed page sizes (letter and legal).
- Scan media weights from 52 to 120 g/m$^2$ (14 to 32 lb).
- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

## Using the scanner glass

The scanner glass can be used to scan or copy single pages or book pages. When using the scanner glass:

- Place a document facedown on the scanner glass in the upper left corner.
- Scan or copy documents up to 215.9 x 355.6 mm (8.5 x 14 in.).
- Scan documents with mixed page sizes (letter and legal).
- Copy books up to 25.3-mm (1-in.) thick.

# Understanding the printer control panel



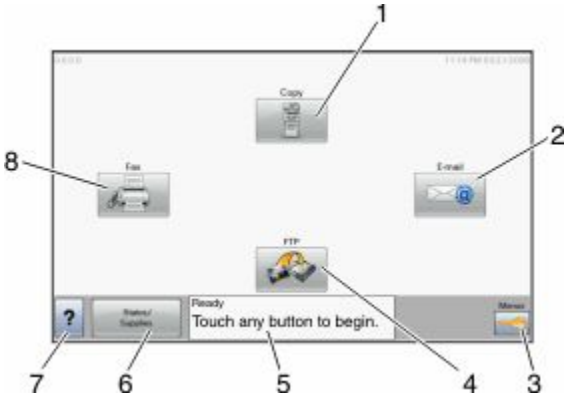

| Item | | Description |
|---|---|---|
| **1** | Display | View scanning, copying, faxing, and printing options as well as status and error messages. |
| **2** | Keypad | Enter numbers or symbols on the display. |
| **3** | Dial Pause | • Press to cause a two- or three-second dial pause in a fax number. In the Fax To field, a Dial Pause is represented by a comma (,).<br>• From the home screen, press to redial a fax number.<br>• The button functions only within the Fax menu or with fax functions. When outside of the Fax menu, fax function, or home screen, pressing causes an error beep. |
| **4** | Back | In the Copy menu, press to delete the right-most digit of the value in the Copy Count. The default value of 1 appears if the entire number is deleted by pressing numerous times.<br>In the Fax Destination List, press to delete the right-most digit of a number entered manually. You can also press to delete an entire shortcut entry. Once an entire line is deleted, another press of causes the cursor to move up one line.<br>In the E-mail Destination List, press to delete the character to the left of the cursor. If the character is in a shortcut, then the shortcut is deleted. |

| Item | | Description |
|---|---|---|
| **5** | Home | Press to return to the home screen. |
| **6** | Start | • Press to initiate the current job indicated on the display.<br>• From the home screen, press to start a copy job with the default settings.<br>• If pressed while a job is scanning, the button has no effect. |
| **7** | Indicator light | Indicates the printer status:<br>• **Off**—The power is off.<br>• **Blinking green**—The printer is warming up, processing data, or printing.<br>• **Solid green**—The printer is on, but idle.<br>• **Blinking red**—Operator intervention is needed. |
| **8** | Stop | Stops all printer activity<br>A list of options is offered once **Stopped** appears on the display. |

# Understanding the home screen

After the printer is turned on and a short warm-up period occurs, the display shows a basic screen which is referred to as the home screen. Use the home screen buttons to initiate an action such as copying, faxing, or scanning; to open the menu screen; or to respond to messages.

**Note:** Buttons appearing on the home screen may vary depending on home screen customization settings.




| Display item | | Description |
|---|---|---|
| **1** | Copy | Opens the Copy menus<br>**Note:** From the home screen, you can also access the Copy menus by pressing a number on the keypad. |
| **2** | E-mail | Opens the E-mail menus |
| **3** | Menus | Opens the menus. These menus are available only when the printer is in the **Ready** state. |

| Display item | | Description |
|---|---|---|
| **4** | FTP | Opens the File Transfer Protocol (FTP) menus |
| **5** | Status message bar | • Shows the current printer status such as **Ready** or **Busy**.<br>• Shows printer conditions such as **Toner Low**.<br>• Shows intervention messages to give instructions on what you should do so the printer can continue processing, such as **Close door**. |
| **6** | Status/Supplies | Appears on the display whenever the printer status includes a message requiring intervention. Touch it to access the messages screen for more information on the message, including how to clear it. |
| **7** | Tips | All menus have a Tips button. Tips is a context-sensitive Help feature within the display touch screens. |
| **8** | Fax | Opens the Fax menus |

Other buttons may appear on the home screen, such as:

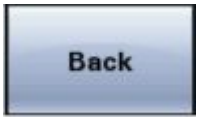
| Display item | Description |
|---|---|
| Release Held Faxes | If this button is shown, then there are held faxes with a scheduled hold time previously set. To access the list of held faxes, touch this button. |
| Search Held Jobs | Searches on any of the following items and returns search results:<br>• User names for held or confidential print jobs<br>• Job names for held jobs, excluding confidential print jobs<br>• Profile names<br>• Bookmark container or job names<br>• USB container or job names for supported extensions only |
| Held Jobs | Opens a screen containing all the held jobs |
| Lock Device | This button appears on the screen when the printer is unlocked and Device Lockout Personal Identification Number (PIN) has been set.<br>Touching this button opens a PIN entry screen. Entering the correct PIN locks the printer control panel (touch screen and hard buttons). |
| Unlock Device | This button appears on the screen when the printer is locked. The printer control panel buttons and shortcuts cannot be used while it appears.<br>Touching this button opens a PIN entry screen. Entering the correct PIN unlocks the printer control panel (touch screen and hard buttons). |

# Using the touch-screen buttons

**Note:** Depending on your options and administrative setup, your screens and buttons may vary from those shown.

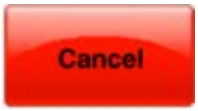
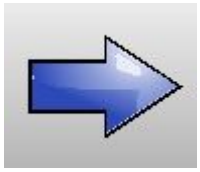
# Sample touch screen

| Button | Function |
|---|---|
| Home | Returns to the home screen |
| Down arrow | Opens an options screen |
| Left scroll decrease | Scrolls to another value in decreasing order |
| Right scroll increase | Scrolls to another value in increasing order |
| Left arrow | Scrolls left |
| Right arrow | Scrolls right |

| Button | Function |
|---|---|
| Back   | Navigates back to the previous screen |

## Other touch-screen buttons

| Button | Function |
|---|---|
| Submit | Saves a value as the new default setting |
| Down arrow | Moves down to the next screen |
| Up arrow | Moves up to the next screen |
| Unselected radio button | This is an unselected radio button. The radio button is gray to show it is unselected. |
| Selected radio button | This is a selected radio button. The radio button is blue to show it is selected. |
| Cancel Jobs | Opens the Cancel Jobs screen. The Cancel Jobs screen shows three headings: Print, Fax, and Network.<br>The following items are available under the Print, Fax, and Network headings:<br>• Print job<br>• Copy job<br>• Fax<br>• FTP<br>• E-mail send<br>Each heading has a list of jobs shown in a column under it which can show only three jobs per screen. Each job appears as a button which you can touch to access information about the job. If more than three jobs exist in a column, then an arrow appears enabling you to scroll through the jobs. |

| Button | Function |
|---|---|
| Continue<br> | Touch this button to accept a selection or to clear messages, and then proceed with the job. |
| Cancel<br>  | • Cancels an action or a selection<br>• Cancels out of a screen and returns to the previous screen |
| Select<br>  | Opens the next related menu or menu item |

# Features

| Feature | Description |
|---|---|
| Menu trail line:<br>Menus➞ Settings➞ Copy Settings➞ Number of Copies | A Menu trail line is located at the top of each menu screen. This feature acts as a trail, showing the path taken to arrive at the current menu. It gives the exact location within the menus.<br>Touch any of the underlined words to return to that menu or menu item.<br>The Number of Copies is not underlined since this is the current screen. If you touch an underlined word on the Number of Copies screen before the Number of Copies is set and saved, then the selection is not saved, and it does not become the default setting. |
| Attendance message alert<br> | If an attendance message occurs which affects a function, such as copy or fax, then a solid red exclamation point appears over the function button on the home screen, and the red indicator light blinks. |

# Additional printer setup

## Installing internal options

**CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

You can customize your printer connectivity and memory capacity by adding optional cards. The instructions in this section explain how to install the available cards; you can also use them to locate a card for removal.

### Available internal options

- Memory cards
- Firmware cards
- Printer hard disk
- Internal Solutions Ports (ISP)

All of these options may not be available. For more information, contact the place where you purchased the printer.

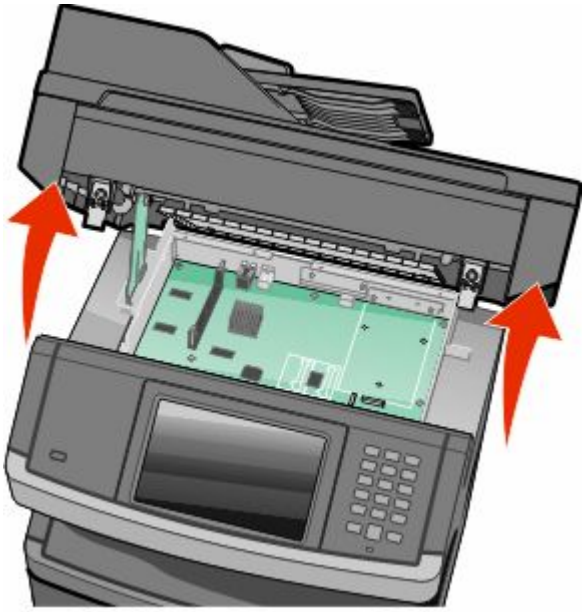
# Accessing the system board to install internal options

**Note:** This task requires a flathead screwdriver.

**CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

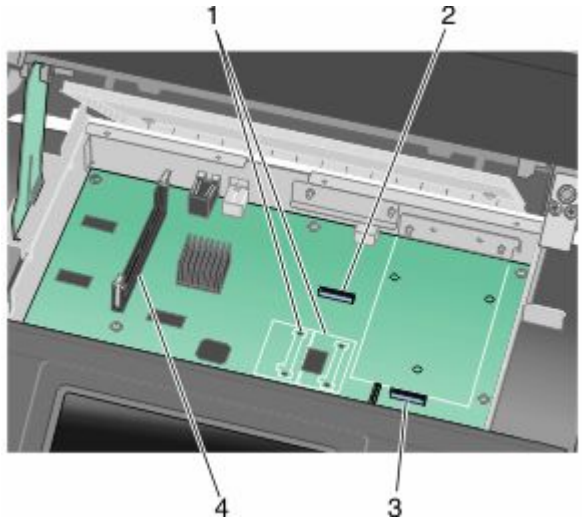
1 Loosen the screws on the back of the system board a quarter turn.

**2** Lift the front of the scanner unit to open the system board.



**3** Use the following illustration to locate the appropriate connector.

**Warning—Potential Damage:** System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.




| | |
|---|---|
| **1** | Flash memory or firmware card connectors |
| **2** | Fax card connector |
| **3** | Printer hard disk connector |
| **4** | Memory card connector |

# Installing a memory card

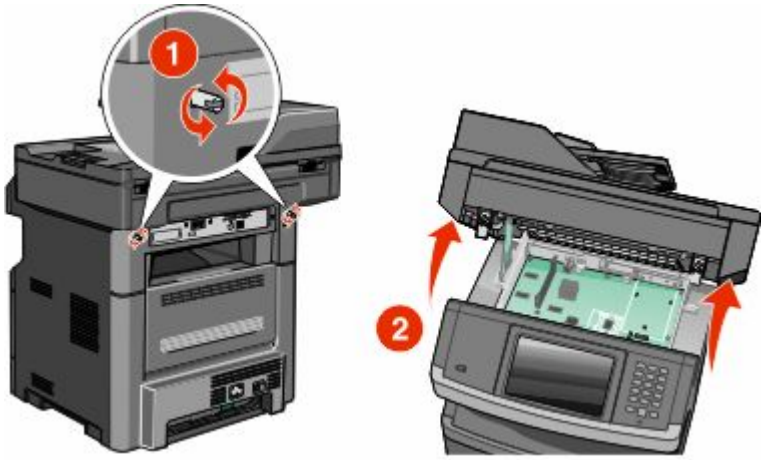
**CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

**Warning—Potential Damage:** System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

**Note:** This task requires a flathead screwdriver.

An optional memory card can be purchased separately and attached to the system board. To install the memory card:

1. Access the system board.

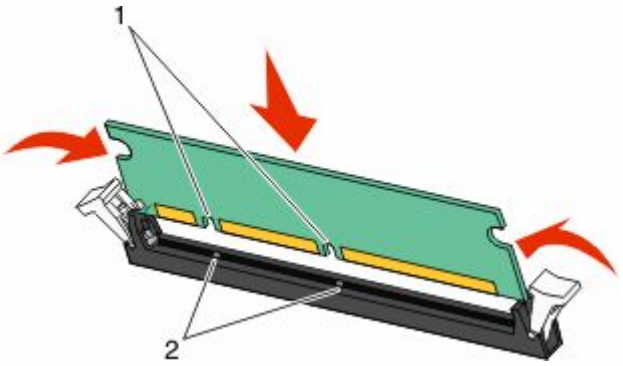



2. Unpack the memory card.

   **Note:** Avoid touching the connection points along the edge of the card.

3. Open the memory card connector latches.

4 Align the notches on the memory card with the ridges in the connector.



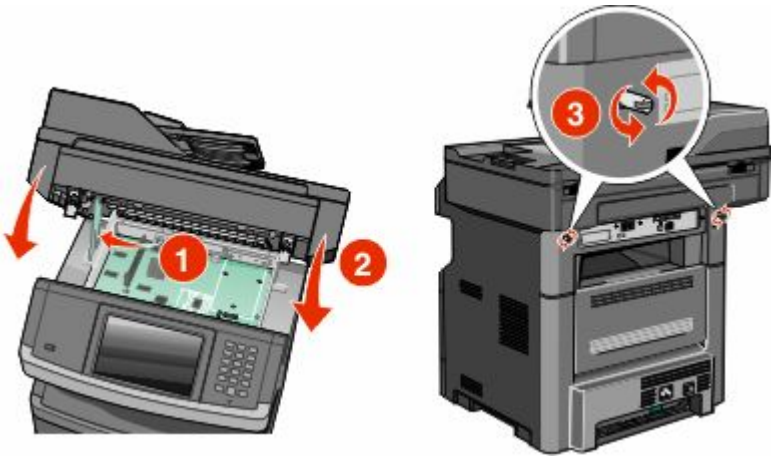

| | |
|---|---|
| **1** | Notches |
| **2** | Ridges |

5 Push the memory card straight into the connector until it *clicks* into place.

**Note:** After the memory card is installed, make sure the memory card connector latches return to the latched vertical position and are secure against the card.

6 Release the system board access latch, and then close the system board door by lowering the scanner.

7 Push in on the screws while rotating them clockwise a quarter turn to lock the system board into place.




**Warning—Potential Damage:** Make sure the system board is locked to prevent possible damage to the printer if it is moved.

# Installing a flash memory or firmware card

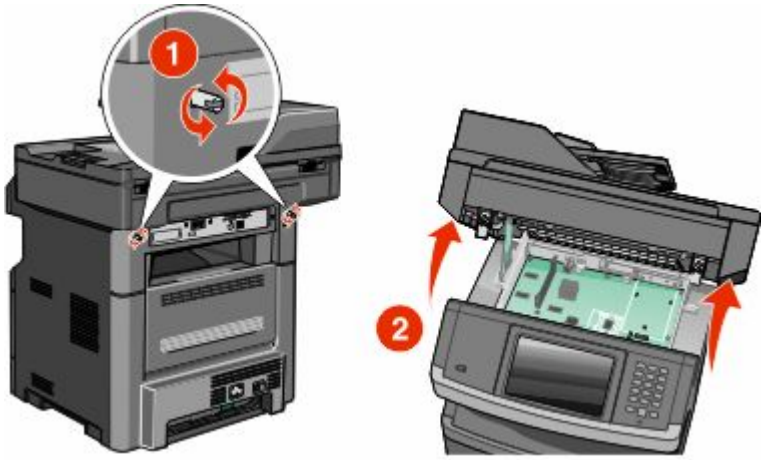
The system board has two connections for an optional flash memory or firmware card. Only one of each may be installed, but the connectors are interchangeable.

**Note:** This task requires a flathead screwdriver.

**CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

**Warning—Potential Damage:** System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

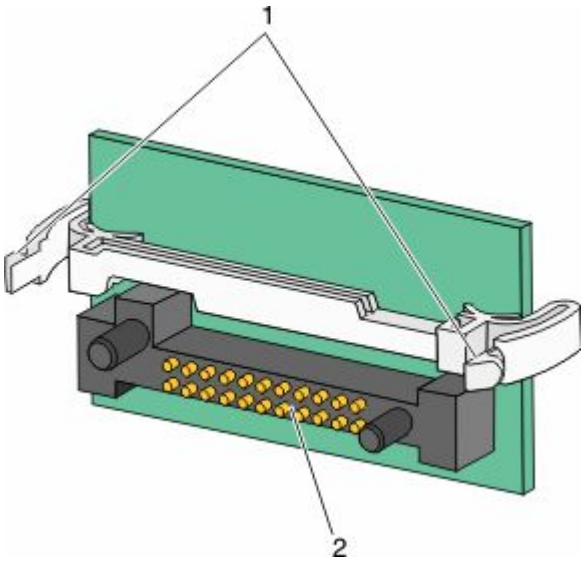
1. Access the system board.




2. Unpack the card.

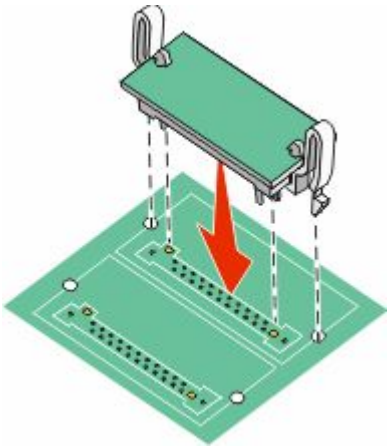
   **Note:** Avoid touching any electrical components on the card.

**3** Holding the card by its sides, align the plastic pins on the card with the holes on the system board.




| | |
|---|---|
| **1** | Plastic pins |
| **2** | Metal pins |

**4** Push the card firmly into place.

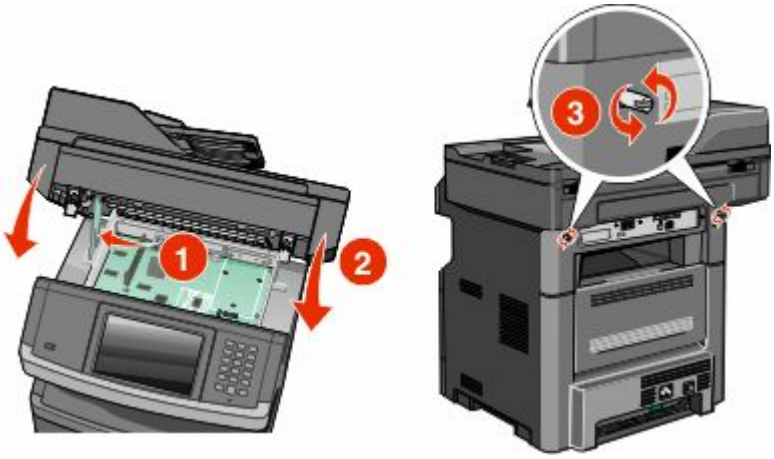


**Notes:**

- The entire length of the connector on the card must touch and be flush against the system board.
- Be careful not to damage the connectors.

**5** Release the latch, and then close the system board door by lowering the scanner.

6 Push in on the screws while rotating them clockwise a quarter turn to lock the system board into place.




**Warning—Potential Damage:** Make sure the system board is locked to prevent possible damage to the printer if it is moved.

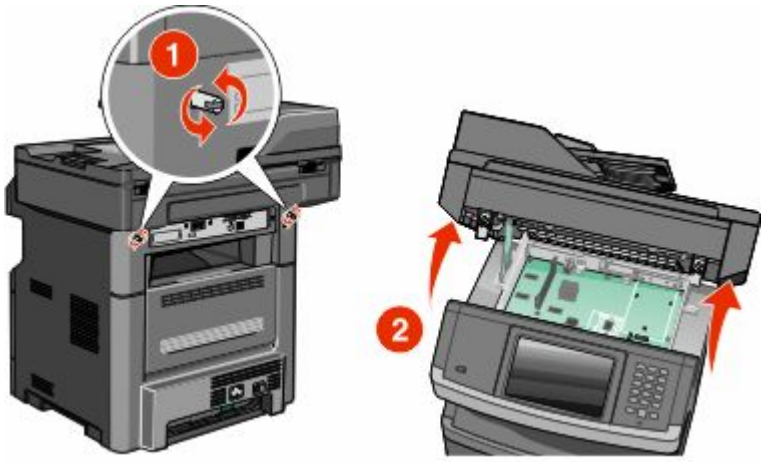
## Installing an Internal Solutions Port

**Note:** This task requires a #2 Phillips screwdriver and a flathead screwdriver.

**CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

**Warning—Potential Damage:** System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

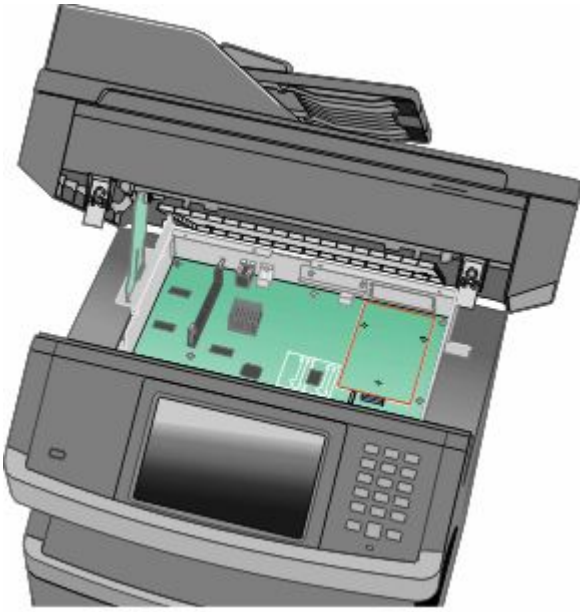
1 Access the system board.




2 Unpack the ISP and plastic tee.

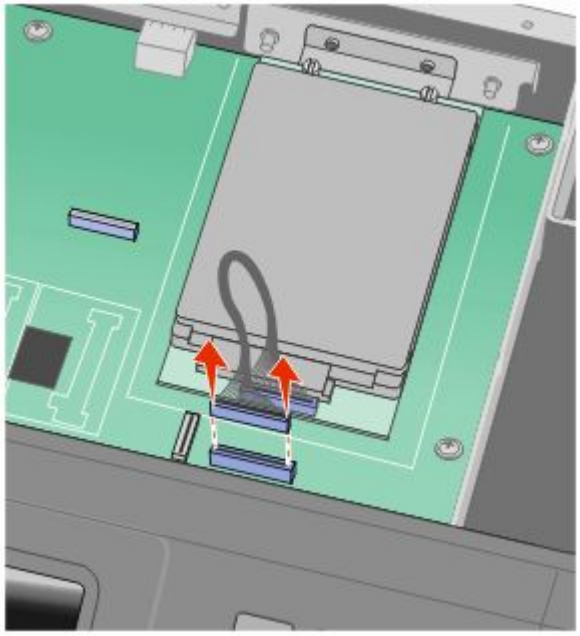
**Note:** Avoid touching the components on the hard disk.

**3** Locate the appropriate connector on the system board.

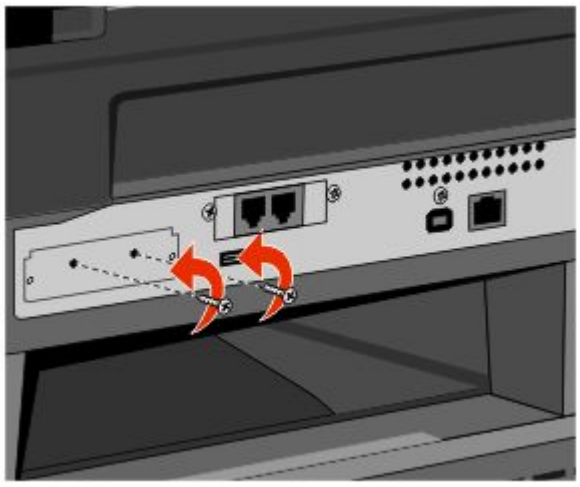


**Note:** If an optional printer hard disk is currently installed, then the printer hard disk must first be removed. To remove the hard disk:

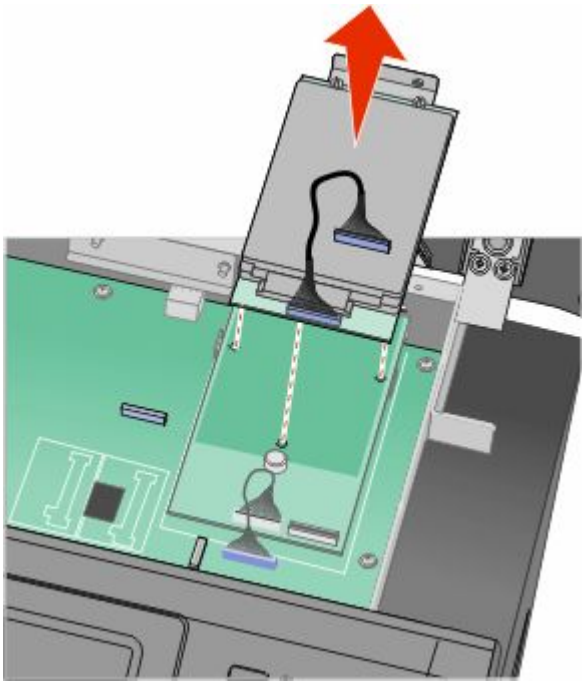
**a** Unplug the printer hard disk interface cable from the system board, leaving the cable attached to the printer hard disk. To unplug the cable, squeeze the paddle at the plug of the interface cable to disengage the latch before pulling the cable out.



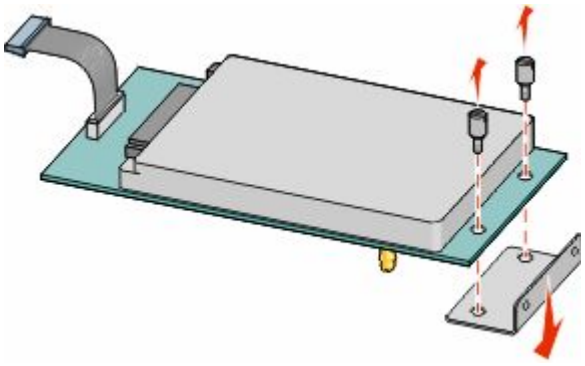
**b** Remove the screws holding the printer hard disk in place.



**c** Remove the printer hard disk by pulling it upward to unseat the standoffs.

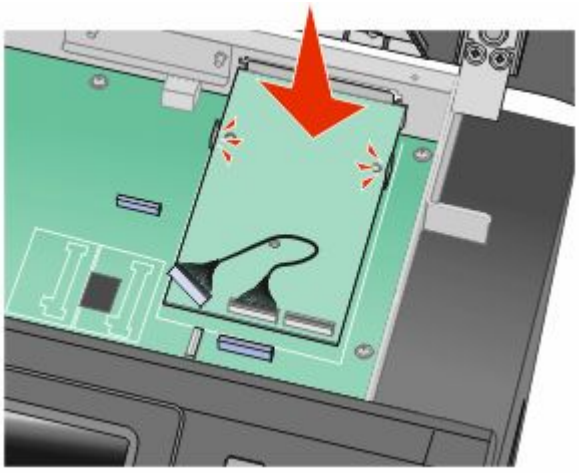


**d** Remove the thumbscrews that attach the printer hard disk mounting bracket to the printer hard disk, and then remove the bracket. Set the printer hard disk aside.

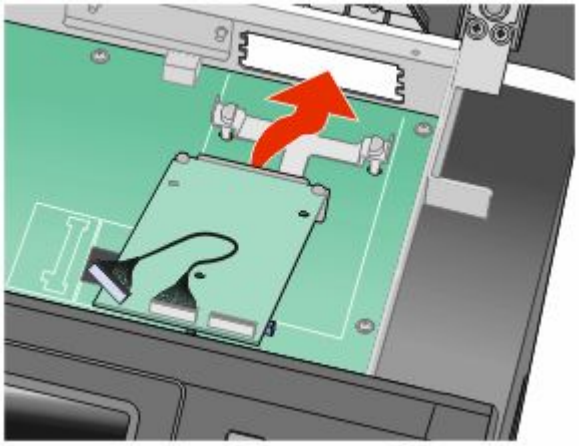


**4** Remove the metal cover from the ISP opening.

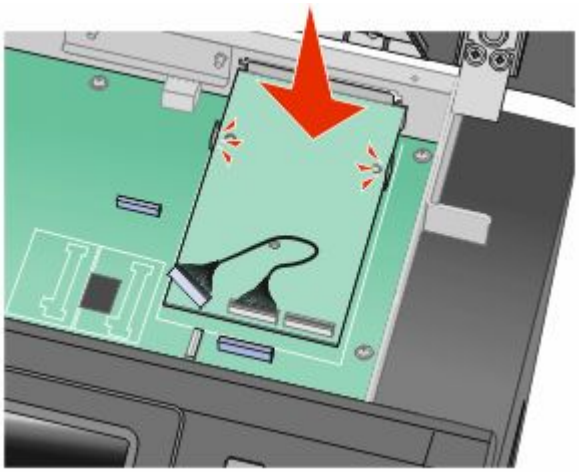
5 Align the posts of the plastic tee to the holes in the system board, and then press downward until the tee snaps into place. Be sure each post of the tee has latched completely, and that the tee is seated firmly onto the system board.



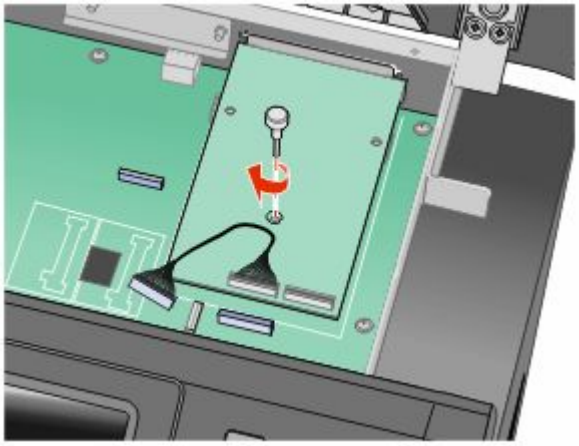
6 Install the ISP onto the plastic tee. Angle the ISP over the plastic tee, and then approach the plastic tee so that any overhanging connectors will pass through the ISP opening in the system board cage.



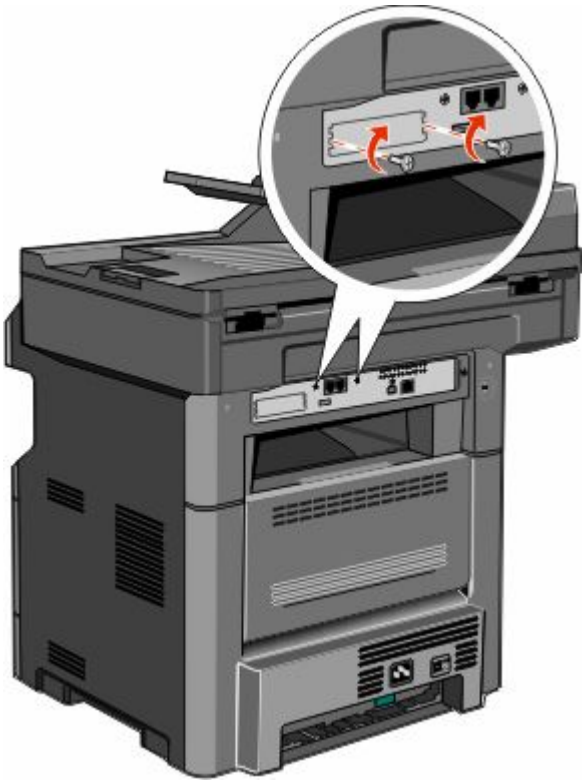
7 Lower the ISP toward the plastic tee until the ISP is seated between the guides of the plastic tee.



8 Insert the long thumbscrew, into the hole closest to the white connector, and turn it clockwise enough to hold the ISP in place. Do not tighten the thumbscrew at this time.



9 Attach the two provided screws to secure the ISP mounting bracket to the system board cage.

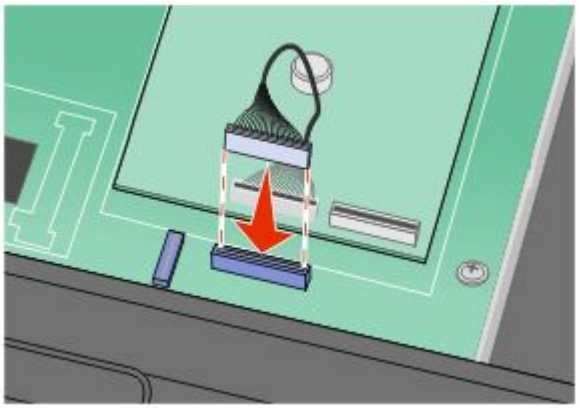


10 Tighten the long thumbscrew.

**Note:** Do not overtighten the thumbscrew.

11 Insert the plug of the ISP interface cable into the receptacle of the system board.

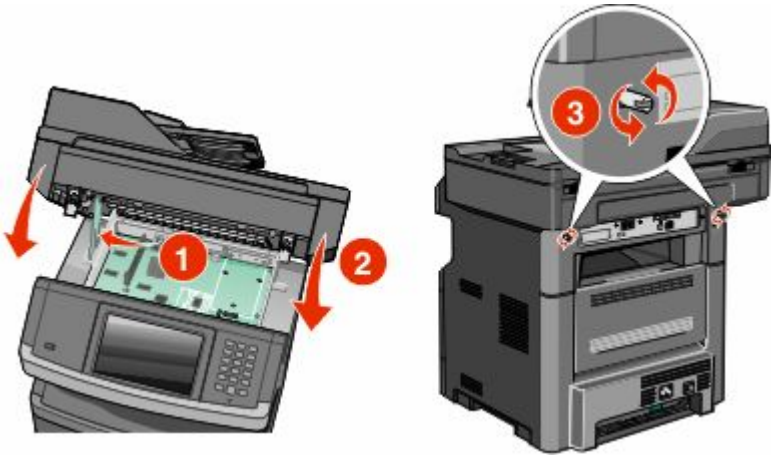
**Note:** The plugs and receptacles are color coded.



12 If a printer hard disk was previously installed, then attach the printer hard disk to the ISP. For more information, see “Installing a printer hard disk” on page 43.

13 Release the latch, and then close the system board door by lowering the scanner.

14 Push in on the screws while rotating them clockwise a quarter turn to lock the system board into place.




**Warning—Potential Damage:** Make sure the system board is locked to prevent possible damage to the printer if it is moved.

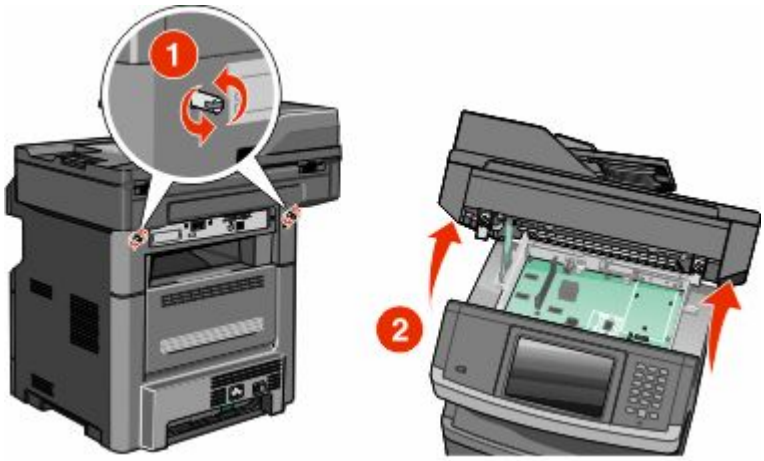
# Installing a printer hard disk

**Note:** This task requires a #2 Phillips screwdriver and a flathead screwdriver.

**CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

**Warning—Potential Damage:** System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

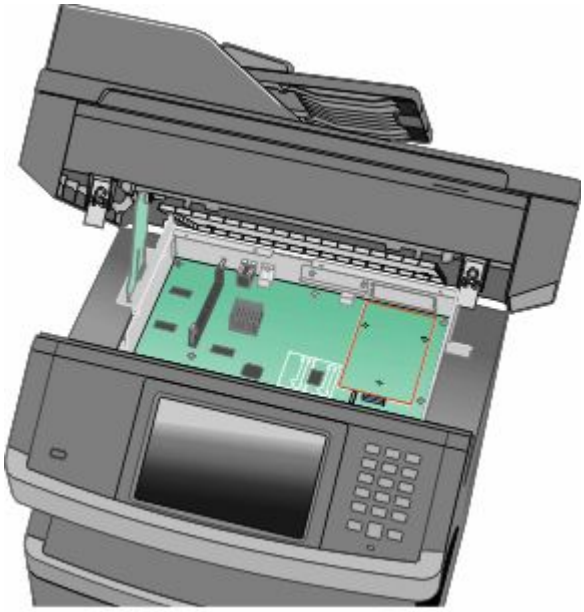
1. Access the system board.




2. Unpack the printer hard disk.

   **Note:** Avoid touching the components on the hard disk.

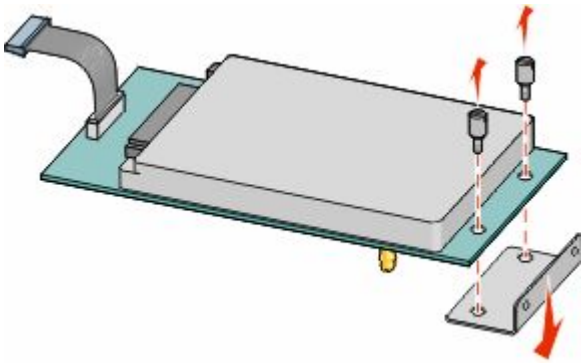
3. Locate the appropriate connector on the system board.



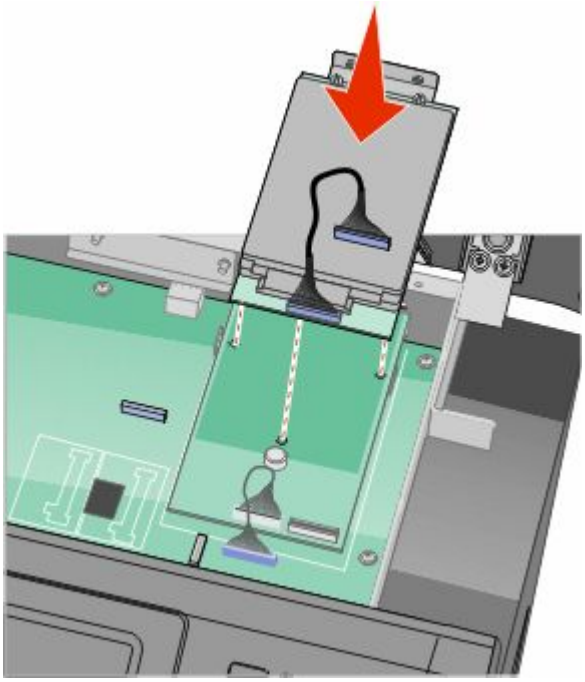
**Note:** If an optional ISP is currently installed, then the printer hard disk must be installed onto the ISP.

To install a printer hard disk onto the ISP:

**a** Using a flathead screwdriver to loosen the screws, remove the thumbscrews that attach the printer hard disk mounting bracket to the printer hard disk, and then remove the bracket.

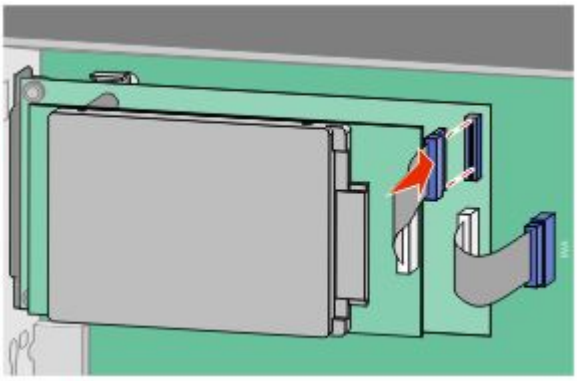


**b** Align the standoffs of the printer hard disk with the holes in the ISP, and then press downward on the printer hard disk until the standoffs have seated into place.



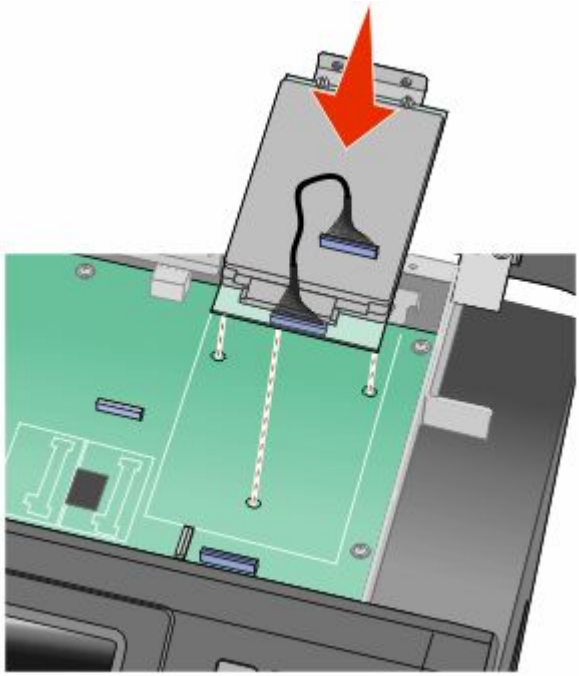
**c** Insert the plug of the printer hard disk interface cable into the receptacle of the ISP.

**Note:** The plugs and receptacles are color coded.

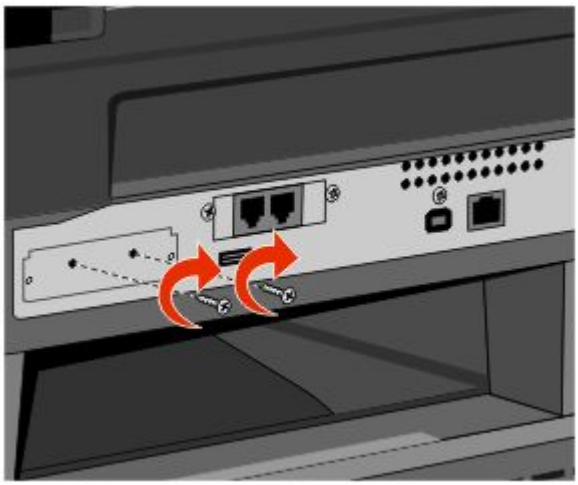


To install a printer hard disk directly onto the system board:

**a** Align the standoffs of the printer hard disk with the holes in the system board, and then press downward on the printer hard disk until the standoffs have seated into place.

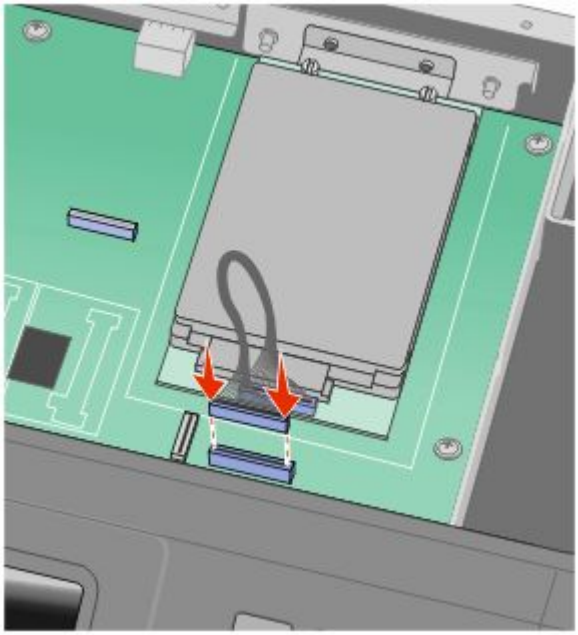


**b** Attach the two provided screws to secure the printer hard disk mounting bracket.



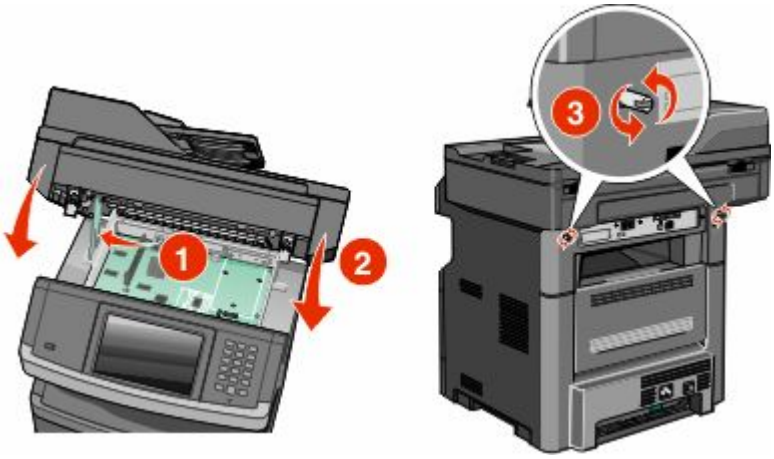
**c** Insert the plug of the printer hard disk interface cable into the receptacle of the system board.

**Note:** The plugs and receptacles are color coded.



**4** Release the latch, and then close the system board door by lowering the scanner.

5 Push in on the screws while rotating them clockwise a quarter turn to lock the system board into place.




**Warning—Potential Damage:** Make sure the system board is locked to prevent possible damage to the printer if it is moved.

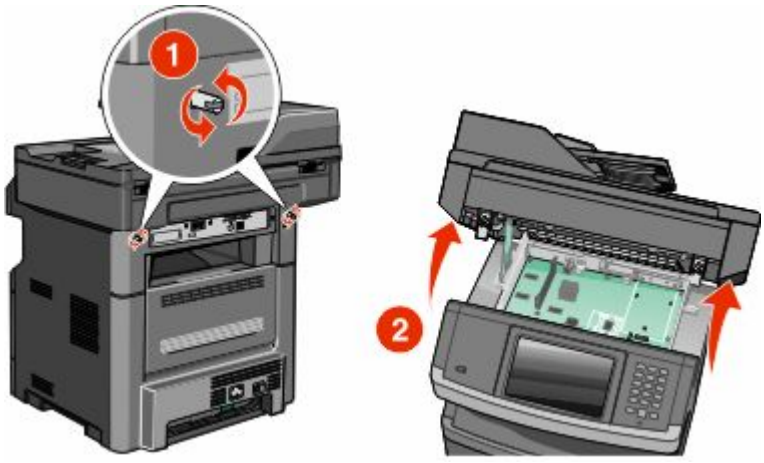
## Installing a fax card

**Note:** This task requires a #2 Phillips screwdriver and a flathead screwdriver.

**CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

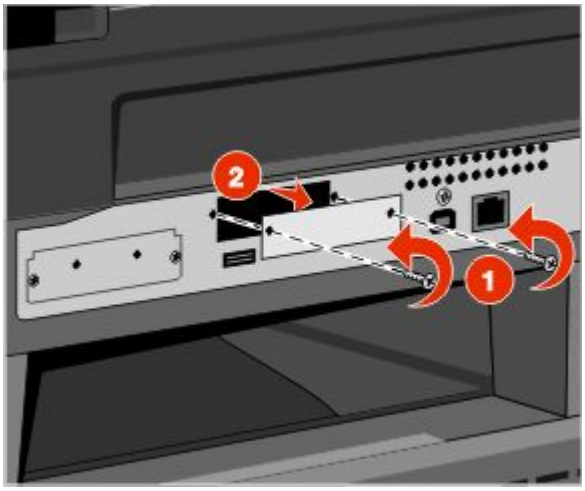
**Warning—Potential Damage:** System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

1 Access the system board.

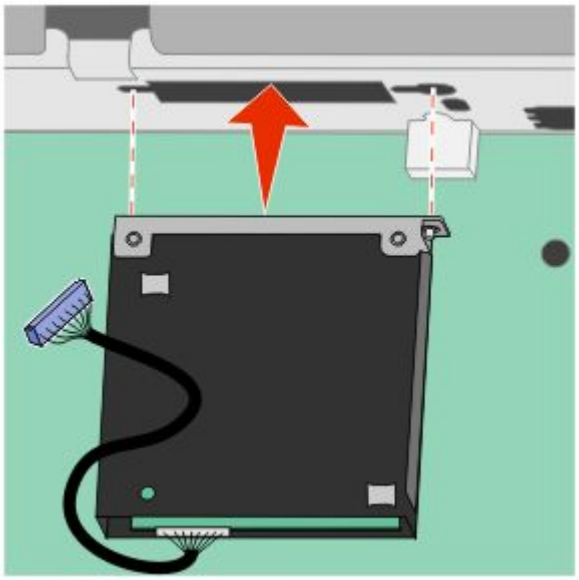


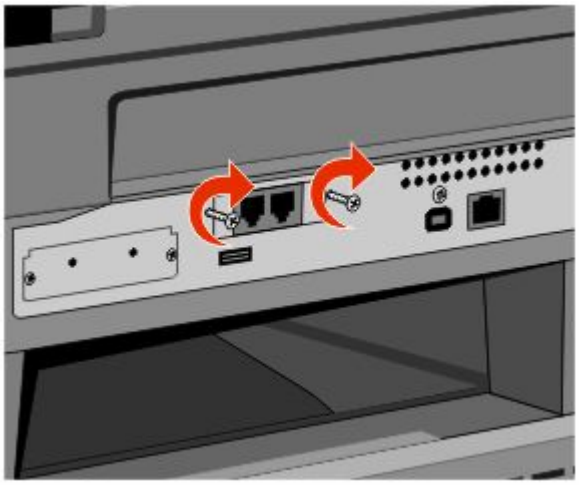

2 Unpack the fax card.

**3** Remove the metal cover from the fax card opening.

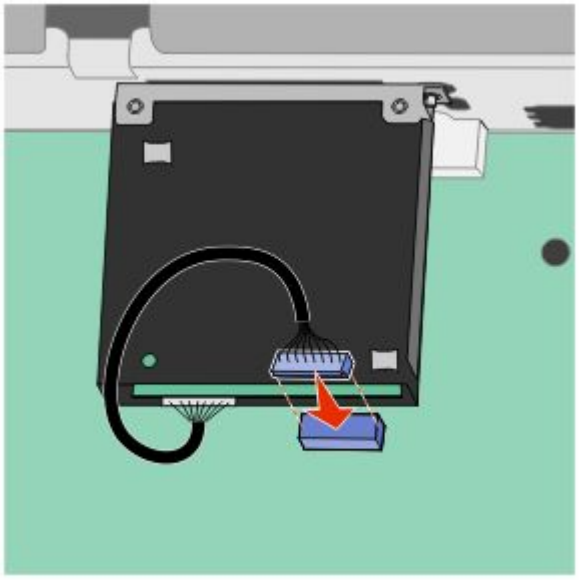



**4** Insert the fax card, and then tighten the two screws to secure the fax card mounting bracket.



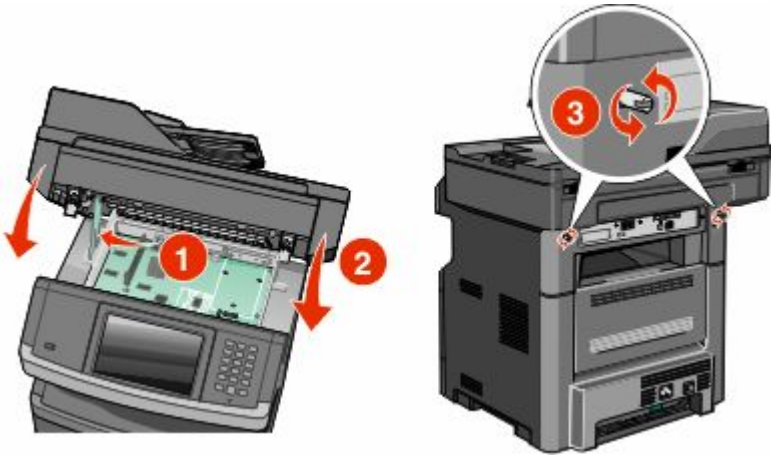


**5** Insert the plug of the fax card interface cable into the receptacle of the system board.



**6** Release the latch, and then close the system board door by lowering the scanner.

**7** Push in on the screws while rotating them clockwise a quarter turn to lock the system board into place.




**Warning—Potential Damage:** Make sure the system board is locked to prevent possible damage to the printer if it is moved.

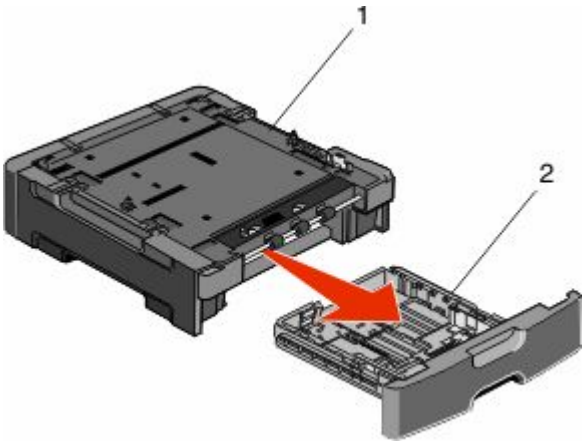
# Installing hardware options

## Installing a 550-sheet drawer

The printer supports one optional drawer; you can install a 550-sheet drawer.

**CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

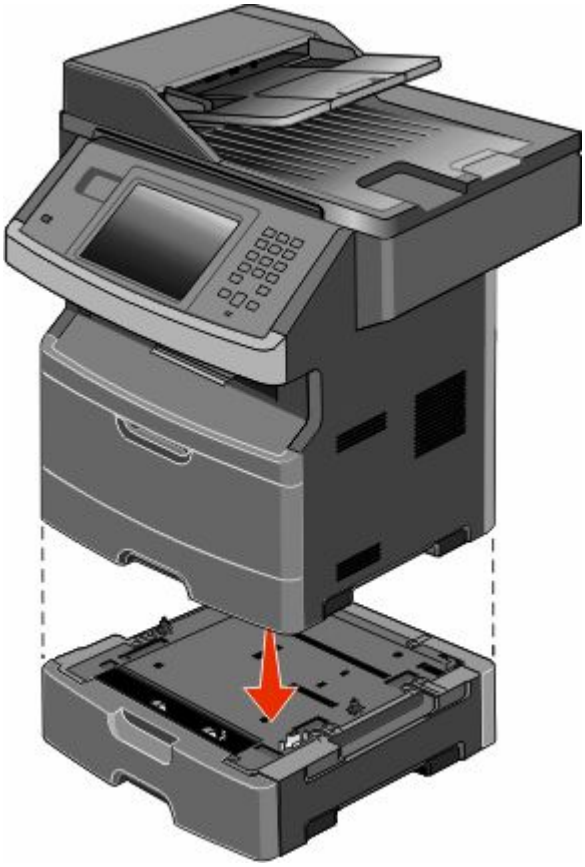
1. Unpack the drawer, and then remove any packing material from the outside of the drawer.
2. Remove the tray from the support unit.




| | |
|---|---|
| **1** | Support unit |
| **2** | Tray |

3. Remove any packing material and tape from inside the tray.
4. Insert the tray into the support unit.
5. Place the drawer in the location chosen for the printer.

6 Align the printer with the drawer, and then lower the printer into place.



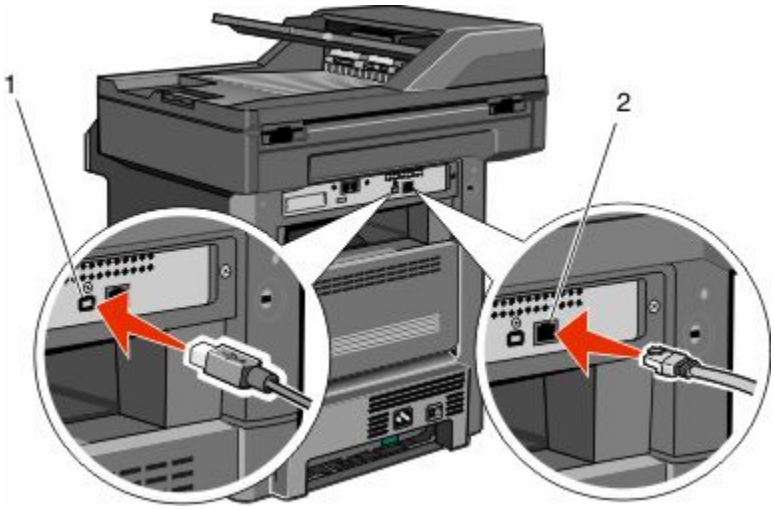
# Attaching cables

**CAUTION—POTENTIAL INJURY:** Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.

Connect the printer to the computer using a USB cable or Ethernet cable.

Be sure to match the following:

- The USB symbol on the cable with the USB symbol on the printer
- The appropriate Ethernet cable to the Ethernet port




| | |
|---|---|
| 1 | USB port<br>**Warning—Potential Damage:** Do not touch the USB cable, any network adapter, or the printer in the area shown while actively printing. A loss of data or a malfunction can occur.<br> |
| 2 | Ethernet port |

# Verifying printer setup

- Print a menu settings page to verify that all printer options are installed correctly. A list of installed options appears toward the bottom of the page. If an option you installed is not listed, then it is not installed correctly. Remove the option and install it again.
- Print a network setup page to verify that your printer is correctly connected to the network. This page also provides important information that aids network printing configuration.

## Printing a menu settings page

Print a menu settings page to review the current menu settings and to verify printer options are installed correctly.

**Note:** If you have not made any menu item settings changes yet, then the menu settings page lists all the factory default settings. Once you select and save other settings from the menus, they replace the factory default settings as *user default settings*. A user default setting remains in effect until you access the menu again, choose another value, and save it. To restore the factory default settings, see "Restoring the factory default settings" on page 239.

1. Make sure the printer is on and **Ready** appears.
2. On the home screen, touch .

3 Touch **Reports**.

4 Touch **Menu Settings Page**.

The menu settings page prints and the printer returns to the home screen.

## Printing a network setup page

If the printer is attached to a network, then print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration.

1 Make sure the printer is on and **Ready** appears.

2 On the home screen, touch .

3 Touch **Reports**.

4 Touch **Network Setup Page**.

The network setup page prints and the printer returns to the home screen.

5 Check the first section on the network setup page, and confirm that Status is "Connected."

If Status is "Not Connected," the LAN drop may not be active, or the network cable may be malfunctioning. Consult a system support person for a solution, and then print another network setup page.

# Setting up the printer software

## Installing printer software

A printer driver is software that lets the computer communicate with the printer. The printer software is typically installed during the initial printer setup. If you need to install the software after setup, follow these instructions:

### For Windows users

1 Close all open software programs.

2 Insert the *Software and Documentation* CD.

3 From the main installation dialog, click **Install Printer and Software**.

4 Follow the instructions on the screen.

### For Macintosh users

1 Close all open software applications.

2 Insert the *Software and Documentation* CD.

3 From the **Finder** desktop, double-click the printer CD icon that automatically appears.

4 Double-click the **Install Printer and Software** icon.

5 Follow the instructions on the screen.

### Using the World Wide Web

Updated printer software may be available on the Dell Support Web site at **support.dell.com**.

## Updating available options in the printer driver

Once the printer software and any options are installed, it may be necessary to manually add the options in the printer driver to make them available for print jobs.

### For Windows users

1. Click , or click **Start** and then click **Run**.
2. In the Start Search or Run box, type `control printers`.
3. Press **Enter**, or click **OK**.

   The printer folder opens.
4. Select the printer.
5. Right-click the printer, and then select **Properties**.
6. Click the **Install Options** tab.
7. Under Available Options, add any installed hardware options.
8. Click **Apply**.

### For Macintosh users

#### In Mac OS X version 10.5 or later

1. From the Apple menu, choose **System Preferences**.
2. Click **Print & Fax**.
3. Select the printer, and then click **Options & Supplies**.
4. Click **Driver**, and then add any installed hardware options.
5. Click **OK**.

#### In Mac OS X version 10.4 and earlier

1. From the Finder desktop, choose **Go** > **Applications**.
2. Double-click **Utilities**, and then double-click **Print Center** or **Printer Setup Utility**.
3. Select the printer, and then from the Printers menu, choose **Show Info**.
4. From the pop-up menu, choose **Installable Options**.
5. Add any installed hardware options, and then click **Apply Changes**.

# Setting up wireless printing

## Follow these steps to set up your printer

**CAUTION—POTENTIAL INJURY:** See the enclosed *Safety Sheet* before making any cable or electrical connection.

**Note:** Do not connect cables until instructed to do so.

1. Set up the printer hardware. For more information, see the *Setup Guide*.
2. Follow the instructions for your operating system:
   - **Windows**—See "Information you will need to set up the printer on a wireless network" on page 55 and "Installing the printer on a wireless network (Windows)" on page 56.
   - **Macintosh**—See "Information you will need to set up the printer on a wireless network" on page 55 and "Installing the printer on a wireless network (Macintosh)" on page 59.

## Information you will need to set up the printer on a wireless network

**Note:** Do not connect the installation or network cables until prompted to do so by the setup software.

- **SSID**—The SSID is also referred to as the network name.
- **Wireless Mode (or Network Mode)**—The mode will be either infrastructure or ad hoc.
- **Channel (for ad hoc networks)**—The channel defaults to auto for infrastructure networks.

  Some ad hoc networks will also require the auto setting. Check with your system support person if you are not sure which channel to select.
- **Security Method**—There are three basic options for Security Method:
  - WEP key

    If your network uses more than one WEP key, enter up to four in the provided spaces. Select the key currently in use on the network by selecting the Default WEP Transmit Key.

    *or*
  - WPA or WPA2 passphrase

    WPA includes encryption as an additional layer of security. The choices are AES or TKIP. Encryption must be set for the same type on the router and on the printer, or the printer will not be able to communicate on the network.

– No security

If your wireless network does not use any type of security, then you will not have any security information.

**Note:** Using an unsecured wireless network is not recommended.

If you are installing the printer on an 802.1X network using the Advanced method, then you may need the following:

- Authentication type
- Inner authentication type
- 802.1X username and password
- Certificates

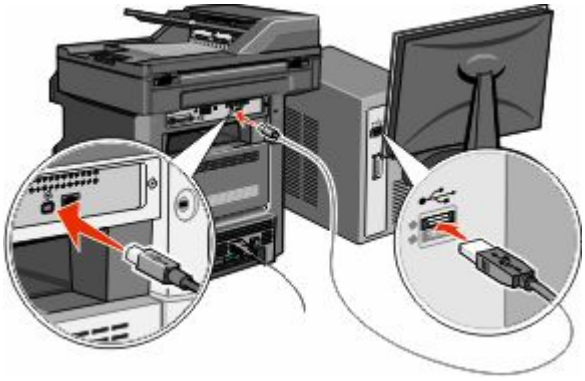
**Note:** For more information on configuring 802.1X security, see the *Networking Guide* on the *Software and Documentation* CD.

## Installing the printer on a wireless network (Windows)

Before you install the printer on a wireless network, make sure that:

- An optional wireless card is installed in your printer.
- Your wireless network is set up and working properly.
- The computer you are using is connected to the same wireless network where you want to set up the printer.

1 Connect the power cable to the printer and then to a properly grounded electrical outlet, and then turn the printer on.



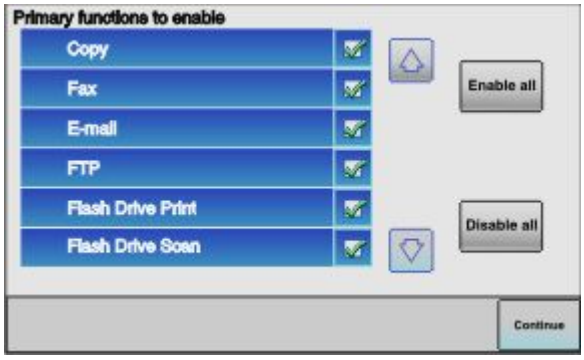
Make sure the printer and computer are fully on and ready.

Do not connect the USB cable until instructed to do so on the screen.

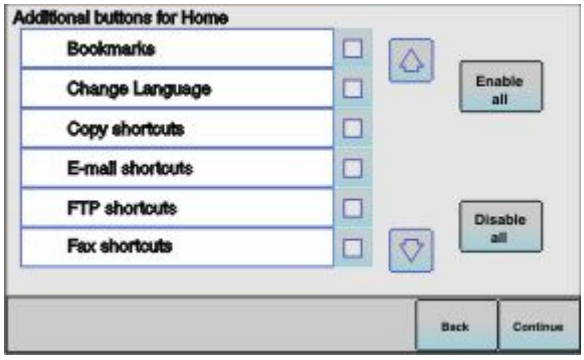
2 From the printer control panel, select your language and country or region, and then touch **Continue**.

3 Select your time zone, and then touch **Continue**.

4 Deselect any function you plan to set up later, such as Fax or E-mail, and then touch **Continue**.




5 Select any additional buttons you want to display on the home screen, and then touch **Continue**.



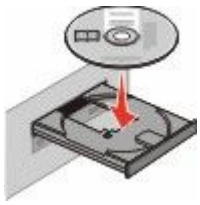

6 If Fax is enabled, then type in your Fax Station name and touch **Enter**. For more information on fax station name and number, see your system support person; or touch **Back** to go back and deselect **Fax**.

7 If Fax is enabled, enter the Fax station (phone) number for this printer, and then touch **Continue**.

8 If E-mail is enabled, type in the Primary SMTP (mail server) Gateway address, and then touch **Enter**. For more information on enabling e-mail, see your system support person; or touch **Back** to go back and deselect **E-mail**.

9 If prompted, set the date and time, and then touch **Continue**.

10 Insert the *Software and Documentation* CD.



11 Click **Install Printer and Software**.

12 Click **Agree** to agree to the License Agreement.

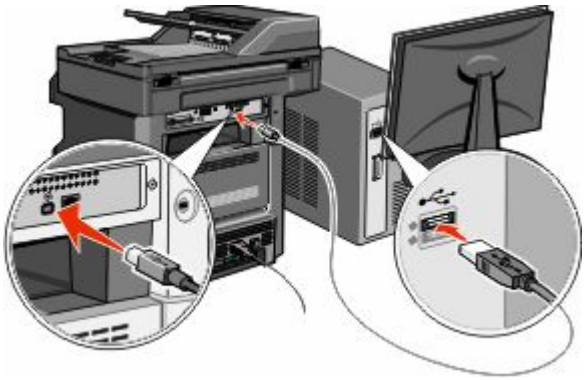
13 Select **Suggested**, and then click **Next**.

14 Click **Wireless Network Attach**.

**15** Remove the label covering the USB port on the back of the printer.

**16** Connect the cables in the following order:

**a** Temporarily connect a USB cable between the computer on the wireless network and the printer.



**Note:** After the printer is configured, the software will instruct you to disconnect the temporary USB cable so you can print wirelessly.

**b** If you plan to set up fax now, then connect the fax cables. See the *User's Guide* on the *Software and Documentation* CD for help on deciding how to connect the cables.

**17** Follow the on-screen instructions to complete the software installation.

**Note:** **`Basic`** is the recommended path to choose. Choose **`Advanced`** only if you want to customize your installation or if your network uses 802.1x security.

**18** To allow other computers on the wireless network to use the wireless printer, follow steps 10 through 14 for each computer.

# Installing the printer on a wireless network (Macintosh)

Before you install the printer on a wireless network, make sure that:

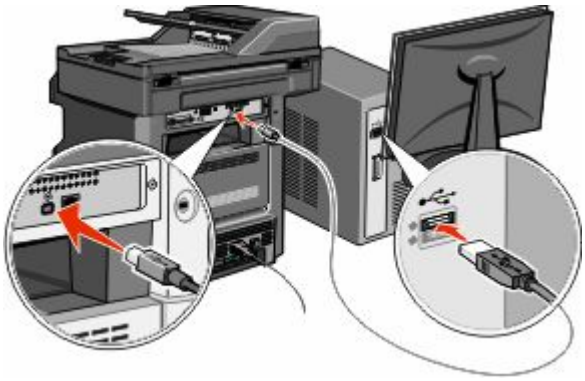
- An optional wireless card is installed in your printer.
- Your wireless network is set up and working properly.
- The computer you are using is connected to the same wireless network where you want to set up the printer.

## Prepare to configure the printer

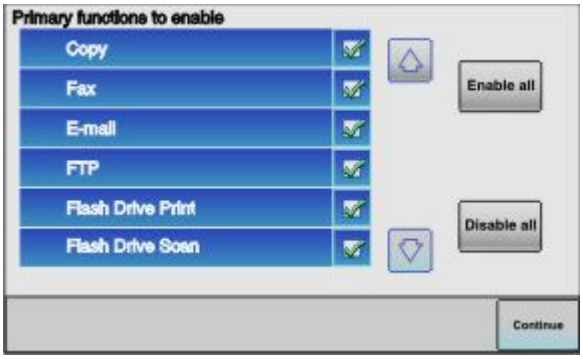
1. Locate the printer MAC address on the sheet that came with the printer. Write the last six digits of the MAC address in the space provided:

   MAC address: ___ ___ ___ ___ ___ ___

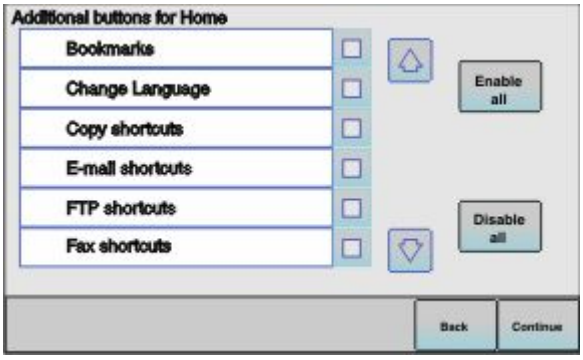
2. Connect the power cable to the printer and then to a properly grounded electrical outlet, and then turn the printer on.



3. From the printer control panel, select your language and country or region, and then touch **Continue**.
4. Select your time zone, and then touch **Continue**.
5. Deselect any function you plan to set up later, such as Fax or E-mail, and then touch **Continue**.



6 Select any additional buttons you want to display on the home screen, and then touch **Continue**.




7 If Fax is enabled, type in your Fax Station name, and then touch **Enter**. For more information on fax station name and number, see your system support person; or touch **Back** to go back and deselect **Fax**.

8 If Fax is enabled, enter the Fax station (phone) number for this printer, and then touch **Continue**.

9 If E-mail is enabled, type in the Primary SMTP (mail server) Gateway address, and then touch **Enter**. For more information on enabling e-mail, see your system support person; or touch **Back** to go back and deselect **E-mail**.

10 If prompted, set the date and time, and then touch **Continue**.

## Enter the printer information

1 Access the AirPort options.

### In Mac OS X version 10.5 or later

a From the Apple menu, choose **System Preferences**.

b Click **Network**.

c Click **AirPort**.

### In Mac OS X version 10.4 and earlier

a From the Finder desktop, choose **Go** >**Applications**.

b From the Applications folder, double-click **Internet Connect**.

c From the toolbar, click **AirPort**.

2 From the Network pop-up menu, select **print server xxxxxx**, where the x's are the last six digits of the MAC address located on the MAC address sheet.

3 Open the Safari browser.

4 From the Bookmarks drop-down menu, select **Show**.

5 Under Collections, select **Bonjour** or **Rendezvous**, and then double-click the printer name.

**Note:** The application is referred to as *Rendezvous* in Mac OS X version 10.3, but is now called *Bonjour* by Apple Computer.

6 From the main page of the Embedded Web Server, navigate to the page where the wireless settings information is stored.

## Configure the printer for wireless access

1. Type the name of your network (SSID) in the appropriate field.
2. Select **Infrastructure** as your Network Mode if you are using a wireless router.
3. Select the type of security you use to protect your wireless network.
4. Enter the security information necessary for the printer to join your wireless network.
5. Click **Submit**.
6. Open the AirPort application on your computer:

### In Mac OS X version 10.5 or later

a. From the Apple menu, choose **System Preferences**.
b. Click **Network**.
c. Click **AirPort**.

### In Mac OS X version 10.4 and earlier

a. From the Finder desktop, choose **Go** >**Applications**.
b. From the Applications folder, double-click **Internet Connect**.
c. From the toolbar, click **AirPort**.

7. From the Network pop-up menu, select your wireless network.

## Configure your computer to use the printer wirelessly

To print to a network printer, each Macintosh user must install a custom *PostScript Printer Description* (PPD) file and create a printer in the Print Center or Printer Setup Utility.

1. Install a PPD file on the computer:
   a. Insert the *Software and Documentation* CD in the CD or DVD drive.
   b. Double-click the installer package for the printer.
   c. From the Welcome screen, click **Continue**.
   d. Click **Continue** again after viewing the Readme file.
   e. Click **Continue** after viewing the license agreement, and then click **Agree** to accept the terms of the agreement.
   f. Select a Destination, and then click **Continue**.
   g. From the Easy Install screen, click **Install**.
   h. Type the user password, and then click **OK**.
   All necessary software is installed on the computer.
   i. Click **Restart** when installation is complete.
2. Add the printer:
   a. For IP printing:

#### In Mac OS X version 10.5 or later

1. From the Apple menu, choose **System Preferences**.
2. Click **Print & Fax**.

3 Click **+**.
4 Select the printer from the list.
5 Click **Add**.

### In Mac OS X version 10.4

1 From the Finder desktop, choose **Go** >**Applications**.
2 Double-click the **Utilities** folder.
3 Double-click **Printer Setup Utility** or **Print Center**.
4 From the Printer List, choose **Add**.
5 Select the printer from the list.
6 Click **Add**.

**b** For AppleTalk printing:

### In Mac OS X version 10.5

1 From the Apple menu, choose **System Preferences**.
2 Click **Print & Fax**.
3 Click **+**.
4 Click **AppleTalk**.
5 Select the printer from the list.
6 Click **Add**.

### In Mac OS X version 10.4

1 From the Finder desktop, choose **Go** >**Applications**.
2 Double-click the **Utilities** folder.
3 Double-click **Print Center** or **Printer Setup Utility**.
4 From the Printer List, choose **Add**.
5 Choose the **Default Browser** tab.
6 Click **More Printers**.
7 From the first pop-up menu, choose **AppleTalk**.
8 From the second pop-up menu, select **Local AppleTalk zone**.
9 Select the printer from the list.
10 Click **Add**.

# Installing the printer on a wired network

Use the following instructions to install the printer on a wired network. These instructions apply to Ethernet connection.

Before you install the printer on a wired network, make sure that:

- You have completed the initial setup of the printer.
- The printer is connected to your network with the appropriate type of cable.

## For Windows users

1 Insert the *Software and Documentation* CD.

Wait for the Welcome screen to appear.

If the CD does not launch after a minute, then do the following:

a Click , or click **Start** and then click **Run**.

b In the Start Search or Run box, type **D:\setup.exe**, where **D** is the letter of your CD or DVD drive.

2 Click **Install Printer and Software**.

3 Click **Agree** to agree to the License Agreement.

4 Select **Suggested**, and then click **Next**.

**Note:** To configure the printer using a static IP address, using IPv6, or to configure printers using scripts, select **Custom** and follow the on-screen instructions.

5 Select **Wired Network Attach**, and then click **Next**.

6 Select the printer manufacturer from the list.

7 Select the printer model from the list, and then click **Next**.

8 Select the printer from the list of printers discovered on the network, and then click **Finish**.

**Note:** If your configured printer does not appear in the list of discovered printers, click **Add Port** and follow the on-screen instructions.

9 Follow the on-screen instructions to complete the installation.

## For Macintosh users

1 Allow the network DHCP server to assign an IP address to the printer.

2 Print the network setup page from the printer. For information on printing a network setup page, see "Printing a network setup page" on page 53.

3 Locate the printer IP address in the TCP/IP section of the network setup page. You will need the IP address if you are configuring access for computers on a different subnet than the printer.

4 Install the drivers and add the printer.

a Install a PPD file on the computer:

1 Insert the *Software and Documentation* CD in the CD or DVD drive.

2 Double-click the installer package for the printer.

3 From the Welcome screen, click **Continue**.

4 Click **Continue** again after viewing the Readme file.

5 Click **Continue** after viewing the license agreement, and then click **Agree** to accept the terms of the agreement.

6 Select a Destination, and then click **Continue**.

7 From the Easy Install screen, click **Install**.

8 Type the user password, and then click **OK**.
All the necessary software is installed on the computer.

9 Click **Restart** when installation is complete.

b Add the printer:

- For IP printing:

### In Mac OS X version 10.5 or later

1. From the Apple menu, choose **System Preferences**.
2. Click **Print & Fax**.
3. Click **+**.
4. Click **IP**.
5. Type in the IP address of your printer in the Address field.
6. Click **Add**.

### In Mac OS X version 10.4 and earlier

1. From the Finder desktop, choose **Go** > **Applications**.
2. Double-click **Utilities**.
3. Double-click **Printer Setup Utility** or **Print Center**.
4. From the Printer List, click **Add**.
5. Click **IP**.
6. Type in the IP address of your printer in the Address field.
7. Click **Add**.

- For AppleTalk printing:

### In Mac OS X version 10.5

1. From the Apple menu, choose **System Preferences**.
2. Click **Print & Fax**.
3. Click **+**.
4. Click **AppleTalk**.
5. Select the printer from the list.
6. Click **Add**.

### In Mac OS X version 10.4 and earlier

1. From the Finder desktop, choose **Go** > **Applications**.
2. Double-click **Utilities**.
3. Double-click **Print Center** or **Printer Setup Utility**.
4. From the Printer List, click **Add**.
5. Choose the **Default Browser** tab.
6. Click **More Printers**.
7. From the first pop-up menu, choose **AppleTalk**.
8. From the second pop-up menu, select **Local AppleTalk zone**.
9. Select the printer from the list.
10. Click **Add**.

**Note:** If the printer doesn't appear in the list, you may need to add it using the IP address. Contact your system support person for assistance.

# Changing port settings after installing a new network Internal Solutions Port

When a new network Internal Solutions Port (ISP) is installed in the printer, the printer is assigned a new IP address. The printer configurations on computers that access the printer must be updated with this new IP address in order to print to it over the network.

**Notes:**

- If the printer has a static IP address that will stay the same, then you do not need to make any changes to the computer configurations.
- If the computers are configured to print to the printer by a network name that will stay the same, instead of by IP address, then you do not need to make any changes to the computer configurations.
- If you are adding a wireless ISP to a printer previously configured for a wired connection, then make sure the wired network is disconnected when you configure the printer to operate wirelessly. If the wired connection remains connected, then the wireless configuration will complete, but the wireless ISP will not be active. In the event that the printer was configured for a wireless ISP while still attached to a wired connection, disconnect the wired connection, turn the printer off, and then turn the printer back on again. This will enable the wireless ISP.
- Only one network connection at a time is active. If you want to switch the connection type between wired and wireless, you must first turn the printer off, connect the cable (to switch to a wired connection) or disconnect the cable (to switch to a wireless connection), and then turn the printer back on again.

## For Windows users

1. Print a network setup page and make a note of the new IP address.
2. Click , or click **Start** and then click **Run**.
3. In the Start Search or Run box, type `control printers`.
4. Press **Enter**, or click **OK**.

   The printer folder opens.
5. Locate the printer that has changed.

   **Note:** If there is more than one copy of the printer, then update all of them with the new IP address.
6. Right-click the printer.
7. Click **Properties**.
8. Click the **Ports** tab.
9. Locate the port in the list, and then select it.
10. Click **Configure Port**.
11. Type the new IP address in the "Printer Name or IP Address" field. You can find the new IP address on the network setup page you printed in step 1.
12. Click **OK**, and then click **Close**.

# For Macintosh users

1. Print a network setup page and make a note of the new IP address.
2. Locate the printer IP address in the TCP/IP section of the network setup page. You will need the IP address if you are configuring access for computers on a different subnet than the printer.
3. Add the printer:
   - For IP printing:

### In Mac OS X version 10.5 or later

   a. From the Apple menu, choose **System Preferences**.
   b. Click **Print & Fax**.
   c. Click **+**.
   d. Click **IP**.
   e. Type in the IP address of your printer in the Address field.
   f. Click **Add**.

### In Mac OS X version 10.4 and earlier

   a. From the Go menu, choose **Applications**.
   b. Double-click **Utilities**.
   c. Double-click **Printer Setup Utility** or **Print Center**.
   d. From the Printer List, click **Add**.
   e. Click **IP**.
   f. Type in the IP address of your printer in the Address field.
   g. Click **Add**.

   - For AppleTalk printing:

### In Mac OS X version 10.5

   a. From the Apple menu, choose **System Preferences**.
   b. Click **Print & Fax**.
   c. Click **+**.
   d. Click **AppleTalk**.
   e. Select the printer from the list.
   f. Click **Add**.

### In Mac OS X version 10.4 and earlier

   a. From the Go menu, choose **Applications**.
   b. Double-click **Utilities**.
   c. Double-click **Print Center** or **Printer Setup Utility**.
   d. From the Printer List, click **Add**.
   e. Choose the **Default Browser** tab.
   f. Click **More Printers**.
   g. From the first pop-up menu, choose **AppleTalk**.
   h. From the second pop-up menu, select **Local AppleTalk zone**.

i Select the printer from the list.

j Click **Add**.

# Setting up serial printing

In serial printing, data is transferred one bit at a time. Although serial printing is usually slower than parallel printing, it is the preferred option when there is a great deal of distance between the printer and computer or when an interface with a better transfer rate is not available.

After installing the serial port or communication (COM) port, you will need to configure the printer and the computer so they can communicate. Make sure you have connected the serial cable to the COM port on your printer.

1 Set the parameters in the printer:

   a From the printer control panel, navigate to the menu with port settings.

   b Locate the submenu with serial port settings.

   c Make any necessary changes to the serial settings.

   d Save the new settings.

   e Print a menu settings page.

2 Install the printer driver:

   a Insert the *Software and Documentation* CD. It launches automatically.
   If the CD does not launch automatically, then do the following:
      1 Click , or click **Start** and then click **Run**.
      2 In the Start Search or Run box, type `D:\setup.exe`, where `D` is the letter of your CD or DVD drive.

   b Click **Install Printer and Software**.

   c Click **Agree** to accept the Printer Software License Agreement.

   d Click **Custom**.

   e Make sure Select Components is selected, and then click **Next**.

   f Select the printer model from the menu, and then click **Add Printer**.

   g Click the + beside the printer model under Select Components.

   h Make sure the correct COM port is available under Select Components. This is the port where the serial cable attaches to the computer (example: COM1).

   i Make sure the box next to the selected printer model is checked.

   j Select any other optional software you want to install, and then click **Next**.

   k Click **Finish** to complete the printer software installation.

3 Set the COM port parameters:

   After the printer driver is installed, you must set the serial parameters in the COM port assigned to the printer driver.

   The serial parameters in the COM port must match the serial parameters you set in the printer.

   a Open the Device Manager.
      1 Click , or click **Start** and then click **Run**.
      2 In the Start Search or Run box, type `devmgmt.msc`.

3 Press **Enter**, or click **OK**.
The Device Manager opens.

**b** Click **+** to expand the list of available ports.

**c** Select the communications port where you attached the serial cable to your computer (example: COM1).

**d** Click **Properties**.

**e** On the Port Settings tab, set the serial parameters to the same serial parameters in the printer.
Look for the printer settings under the serial heading on the Menu Settings page you printed earlier.

**f** Click **OK**, and then close all the windows.

**g** Print a test page to verify printer installation. When a test page prints successfully, printer setup is complete.

# Minimizing your printer's environmental impact

## Saving paper and toner

### Using recycled paper and other office papers

- Low moisture content (4–5%)
- Suitable smoothness (100–200 Sheffield units, or 140–350 Bendtsen units, European)

  **Note:** Some much smoother papers (such as premium 24 lb laser papers, 50–90 Sheffield units) and much rougher papers (such as premium cotton papers, 200–300 Sheffield units) have been engineered to work very well in laser printers, despite surface texture. Before using these types of paper, consult your paper supplier.
- Suitable sheet-to-sheet coefficient of friction (0.4–0.6)
- Sufficient bending resistance in the direction of feed

Recycled paper, paper of lower weight (<60 g/$m^2$ [16 lb bond]) and/or lower caliper (<3.8 mils [0.1 mm]), and paper that is cut grain-short for portrait (or short-edge) fed printers may have lower bending resistance than is required for reliable paper feeding. Before using these types of paper for laser (electrophotographic) printing, consult your paper supplier. Remember that these are general guidelines only and that paper meeting these guidelines may still cause paper feeding problems in any laser printer (for example, if the paper curls excessively under normal printing conditions).

### Conserving supplies

There are a number of ways you can reduce the amount of paper and toner you use when printing, copying, or receiving faxes. You can:

#### Use both sides of the paper

You can control whether print appears on one or two sides of the paper for a printed document, a copy, or an incoming fax. For more information, see:

- "Printing on both sides of the paper (duplexing)" on page 95
- "Copying on both sides of the paper (duplexing)" on page 107
- "Printing an incoming fax on both sides of the paper (duplexing)" on page 142

#### Place multiple pages on one sheet of paper

You can print up to 16 consecutive pages of a multiple-page document onto one side of a single sheet of paper from the Print dialog.

To copy two or four consecutive pages of a multiple-page document onto one side of a single sheet of paper, see "Copying multiple pages onto a single sheet" on page 110.

### Choose scanning

You can avoid making a paper output of a document or photograph by scanning it and then saving it to a computer program, application, or flash drive. For more information, see:

- "Sending an e-mail using the touch screen" on page 119
- "Scanning to a computer" on page 152
- "Scanning to a flash drive" on page 153

### Check your first draft for accuracy

Before printing or making multiple copies of a document:

- Print one copy of the document to check its content and format for accuracy.

### Avoid paper jams

Carefully select and load paper to avoid paper jams. For more information, see "Avoiding jams" on page 76.

# Saving energy

## Using Eco-Mode

Use Eco-Mode to quickly select one or more ways to reduce your printer's environmental impact.

**Note:** See the table for the multiple settings that change when you select an Eco-Mode setting.

| Choose | To |
|---|---|
| Energy | Reduce energy use, especially when the printer is idle.<br>• Printer engine motors do not start until a job is ready to print. You may notice a short delay before the first page is printed.<br>• The printer enters Power Saver mode after one minute of inactivity.<br>• When the printer enters Power Saver mode, the printer control panel display and the standard exit bin lights are turned off.<br>• The scanner lamps are activated only when a scan job is started. |
| Paper | • Enable the automatic duplex feature<br>• Turn off print log features. |
| Energy/Paper | Use all the settings associated with Energy mode and Paper mode. |
| Off | Use factory default settings for all settings associated with Eco-Mode. This setting supports the performance specifications for your printer. |

To select an Eco-Mode setting:

1. On the home screen, touch .
2. Touch **Settings**.
3. Touch **General Settings**.
4. Touch **Eco-Mode**.

5 Touch the arrows to select a setting.

6 Touch **Submit**.

**Submitting changes** appears.

# Adjusting Power Saver

To save energy, you can decrease the number of minutes before the printer enters Power Saver mode.

Available settings range from 1–240 minutes. The factory default setting is 30 minutes.

## Using the Embedded Web Server

1 Type the printer IP address into the address field of your Web browser.

**Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2 Click **Settings**, and then click **General Settings**.

3 Click **Timeouts**.

4 In the Power Saver box, type in the number of minutes you want the printer to wait before it enters Power Saver mode.

5 Click **Submit**.

## Using the printer control panel

1 Make sure the printer is on and **Ready** appears.

2 On the home screen, touch .

3 Touch **Settings**.

4 Touch **General Settings**.

5 Touch the down arrow until **Timeouts** appears.

6 Touch **Timeouts**.

7 Touch the arrows next to **Power Saver Mode** to select the number of minutes you want the printer to wait before it enters Power Saver mode.

8 Touch **Submit**.

9 Touch .

# Adjusting the brightness of the display

To save energy, or if you are having trouble reading your display, you can adjust the brightness of the display.

Available settings range from 20–100 . The factory default setting is 100.

## Using the Embedded Web Server

1. Type the printer IP address into the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Settings**, and then click **General Settings**.
3. In the Screen Brightness box, type in the brightness percentage you want for your home screen.
4. Click **Submit**.

## Using the printer control panel

1. Make sure the printer is on and **Ready** appears.
2. On the home screen, touch .
3. Touch **Settings**.
4. Touch **General Settings**.
5. Touch the down arrow until **Screen Brightness** appears.
6. Touch the arrows to select a setting.
7. Touch **Submit**.
8. Touch .

# Setting the standard exit bin light

To save energy, you can dim or turn off the output lighting for the standard exit bin.

Available settings are Off, Dim, and Bright.

The factory default setting for Normal/Standby Mode is Bright.

The factory default setting for Power Saver is Dim.

## Using the Embedded Web Server

1. Type the printer IP address into the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Settings**, and then click **General Settings**.
3. Click **Output Lighting**.
4. From the Normal/Standby Mode list, select the light setting the standard exit bin will use when in Ready or Standby mode.

5 From the Power Saver list, select the light setting the standard exit bin will use when in Power Saver mode.

**Note:** For more information on Power Saver mode, see "Adjusting Power Saver" on page 71.

6 Click **Submit**.

### Using the printer control panel

1 Make sure the printer is on and **Ready** appears.

2 On the home screen, touch .

3 Touch **Settings**, and then touch **General Settings**.

4 Touch the down arrow until **Output Lighting** appears.

5 Touch **Output Lighting**.

6 Touch the arrow button next to **Normal/Standby Mode** to select the light settings the standard exit bin will use when in Ready or Standby mode.

7 Touch the arrow button next to **Power Saver** to select the light setting the standard exit bin will use when in Power Saver mode.

**Note:** For more information on Power Saver mode, see "Adjusting Power Saver" on page 71.

8 Touch **Submit**.

9 Touch .

## Reducing printer noise

Use Quiet Mode to reduce the printer noise.

**Note:** See the table for the multiple settings that change when you select a Quiet Mode setting.

| Choose | To |
|---|---|
| On | Reduce printer noise.<br>• You may notice a reduction in processing speed.<br>• Printer engine motors do not start until a job is ready to print. You may notice a short delay before the first page is printed.<br>• Fans run at a reduced speed or are turned off. |
| Off | Use factory default settings. This setting supports the performance specifications for your printer. |

To select a Quiet Mode setting:

1 On the home screen, touch .

2 Touch **Settings**.

3 Touch **General Settings**.

4 Touch **Quiet Mode**.

5 Touch the arrows to select a setting.

6 Touch **Submit**.

# Loading paper and specialty media

This section explains how to load the trays and feeders. It also includes information about paper orientation, setting the Paper Size and Paper Type, and linking and unlinking trays.

## Setting the Paper Size and Paper Type

The Paper Size setting for the standard 250 tray and the multipurpose feeder must be set manually from the Paper size menu. The factory default Paper Type setting is Plain Paper. The Paper Type setting must be set manually for all trays that do not contain plain paper.

1. Make sure the printer is on and **Ready** appears.
2. On the home screen, touch .
3. Touch **Paper Menu**.
4. Touch **Paper Size/Type**.
5. Touch the arrows for the desired tray until the correct size or type setting appears.
6. Touch **Submit**.
7. Touch to return to the home screen.

## Configuring Universal paper settings

The Universal Paper Size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus. Set the Paper Size for the specified tray to Universal when the size you want is not available from the Paper Size menu. Then, specify all of the following Universal size settings for your paper:

- Units of measure (millimeters or inches)
- Portrait Width
- Portrait Height

**Note:** The smallest supported Universal size is 76 x 76 mm (3  x 3 in.); the largest size is 216 x 356 mm (8.5 x 14 in.).

### Specify a unit of measurement

1. Make sure the printer is on and **Ready** appears.
2. On the home screen, touch .
3. Touch **Paper Menu**.
4. Touch the down arrow until **Universal Setup** appears, and then touch **Universal Setup**.
5. Touch the left or right arrow to select the desired unit of measure.
6. Touch **Portrait Width** or **Portrait Height**.
7. Touch the left or right arrow to select the desired width or height.

8 Touch **Submit** to save your selection.

`Submitting Selection` appears, followed by the Paper menu.

9 Touch to return to the home screen.

# Avoiding jams

The following hints can help you avoid jams:

## Paper tray recommendations

- Make sure the paper lies flat in the paper tray.
- Do not remove the paper tray while the printer is printing.
- Do not load the paper tray while the printer is printing. Load it prior to printing, or wait for a prompt to load it.
- Do not load too much paper. Make sure the stack height does not exceed the indicated maximum height.
- Make sure the guides in the paper tray or the manual feeder are properly positioned and are not pressing too tightly against the paper or envelopes.
- Push the paper tray in firmly after loading paper.

## Paper recommendations

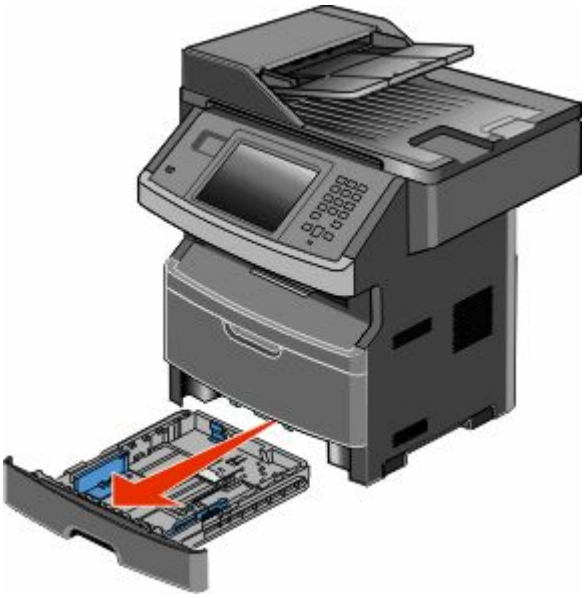
- Use only recommended paper or specialty media.
- Do not load wrinkled, creased, damp, bent, or curled paper.
- Flex, fan, and straighten paper before loading it.

- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same stack.
- Make sure all sizes and types are set correctly in the printer control panel menus.
- Store paper per the manufacturer's recommendations.

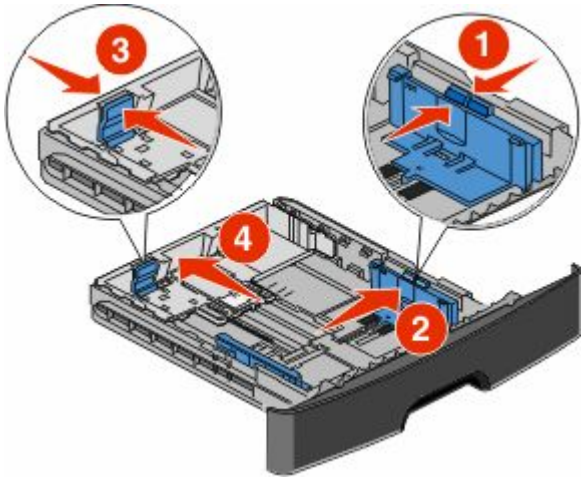
# Loading trays

1 Pull the tray completely out.

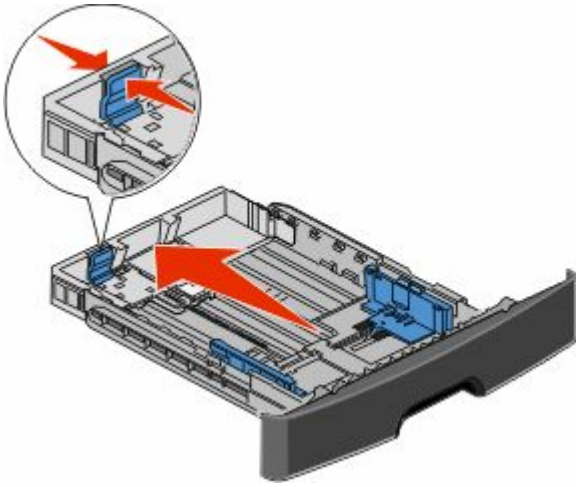
**Note:** Do not remove trays while a job prints or while `Busy` appears on the display. Doing so may cause a jam.



**2** Squeeze and slide the guides to the correct position for the paper size you are loading.




For long paper like A4 or legal, squeeze and slide the length guide backwards to accommodate the length of paper you are loading.



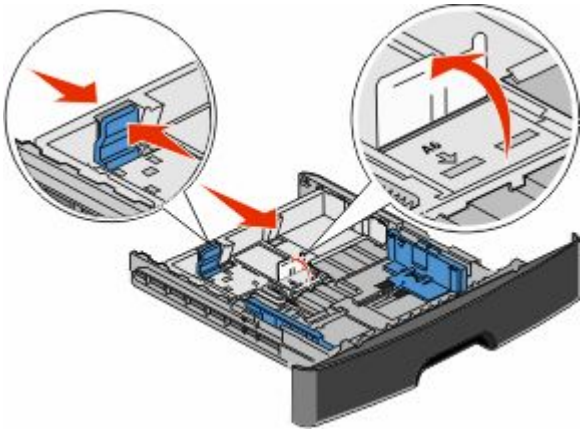
If you are loading A6-size paper:

**a** Squeeze and slide the length guide toward the center of the tray to the A5 size position.

**b** Raise the A6 backstop.

**Notes:**

- The standard tray accommodates only 150 sheets of A6-size paper. Notice the maximum fill line on the A6 backstop which indicates the maximum height for loading A6-size paper. Do not try to overload the tray.
- A6-size paper cannot be loaded in the optional tray.

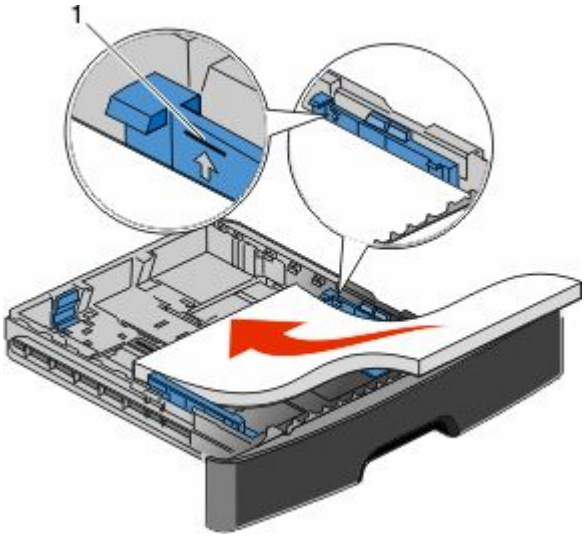


**Note:** Use the size indicators on the bottom of the tray to help position the guide.

**3** Flex a stack of paper back and forth to loosen the sheets, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.

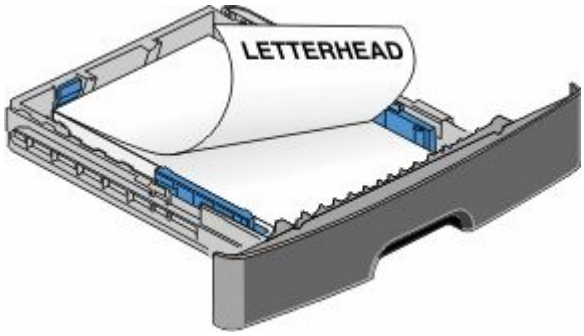
**4** Load the paper stack toward the back of the tray as shown with the recommended print side facedown.

**Note:** The maximum fill line on the width guide indicates the maximum height for loading paper. Do not load A6-size paper to the maximum fill line; the tray holds only 150 sheets of A6-size paper.

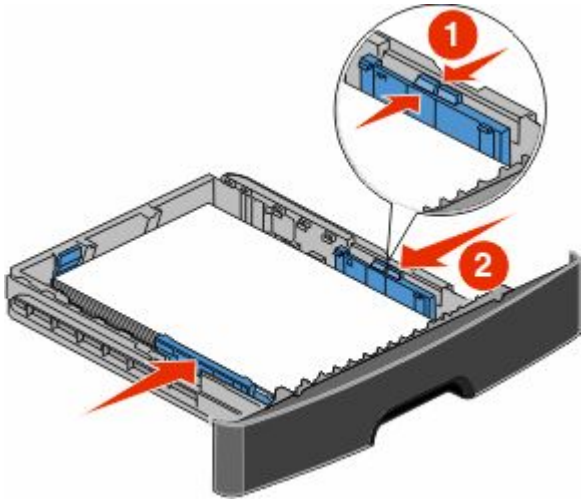



| | |
|---|---|
| **1** | Maximum fill line |

Load letterhead with the top edge of the sheet toward the front of the tray and the design facedown.




**5** Squeeze and slide the guides to lightly touch the side of the stack.



6 Insert the tray.

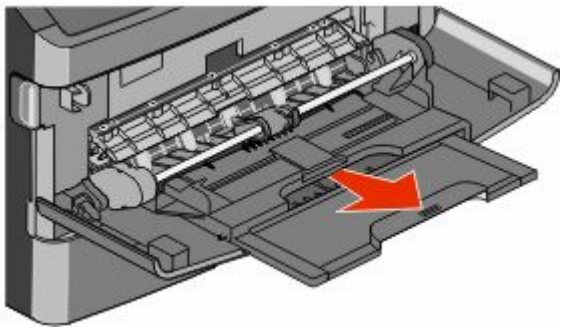
7 If the paper type you loaded differs from the type that was previously loaded in the tray, then change the Paper Size/Type setting on the Paper menu.

# Using the multipurpose feeder

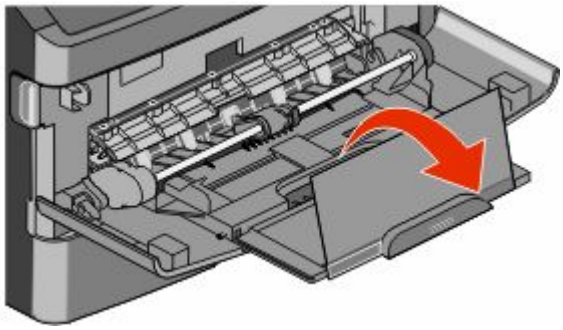
## Opening the multipurpose feeder

1 Grasp the handle, and pull the multipurpose feeder door down.

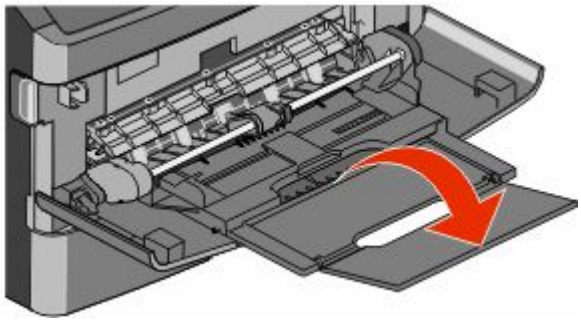
**2** Grasp the raised handle, and pull the extension forward.



**3** Grasp the handle, and pull the extension so it flips forward.

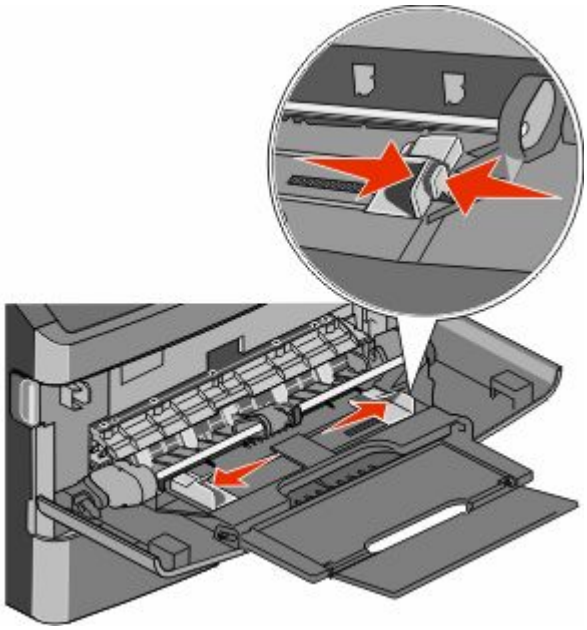


**4** Guide the extension down gently so the multipurpose feeder is extended fully and open.



# Loading the multipurpose feeder

1 Squeeze the tab located on the right width guide, and move the guides out fully.



2 Prepare the paper or specialty media for loading.

- Flex sheets of paper or paper labels back and forth to loosen them, and then fan them. Do not fold or crease the paper or labels. Straighten the edges on a level surface.

- Hold transparencies by the edges, and then fan them. Straighten the edges on a level surface.

  **Note:** Avoid touching the print side of the transparencies. Be careful not to scratch them.

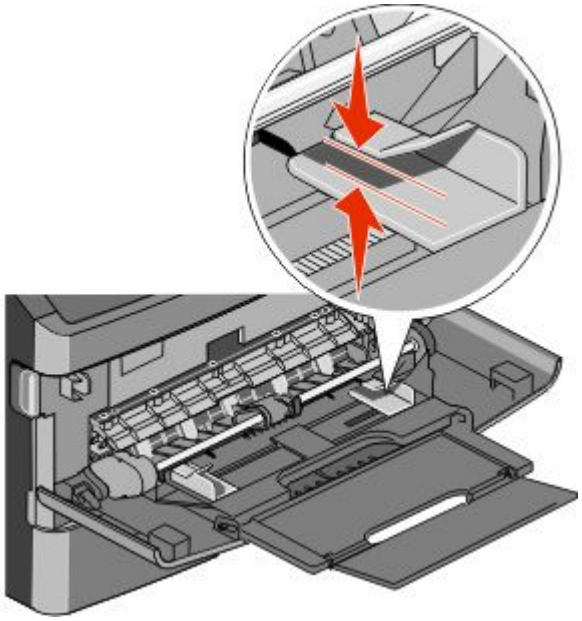
- Flex a stack of envelopes back and forth to loosen them, and then fan them. Straighten the edges on a level surface.

**Note:** Fanning prevents the edges of envelopes from sticking together. It also helps them feed properly to avoid jams. Do not fold or crease envelopes.

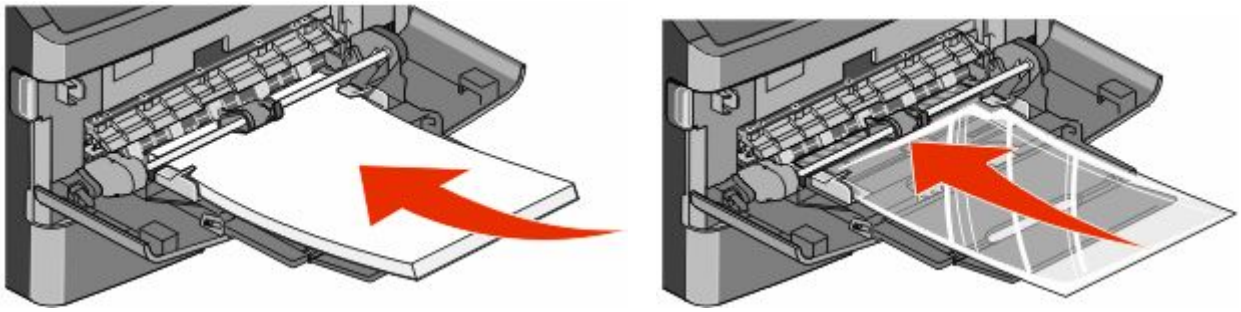
**3** Load the paper or specialty media.

**Notes:**

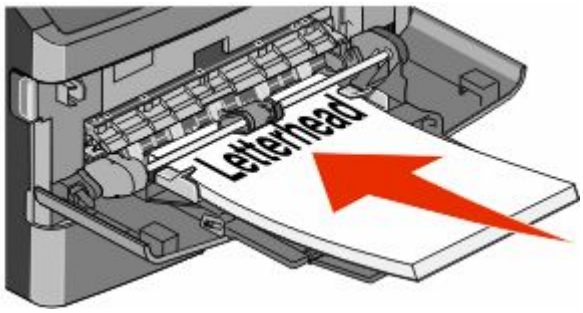
- Do not force any paper into the multipurpose feeder. Overfilling may cause jams.
- Do not exceed the maximum stack height by forcing paper or specialty media under the stack height limiters which are located on the guides.



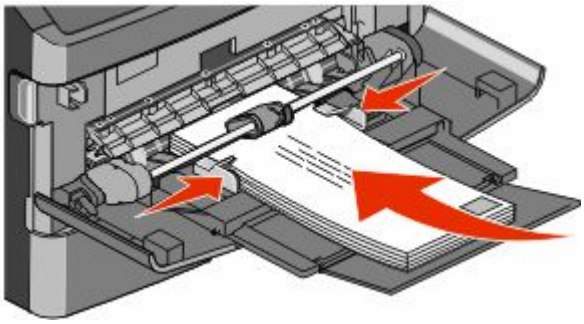
- Load paper, transparencies, and card stock with the recommended print side faceup and the top edge entering the printer first. For more information on loading transparencies, see the packaging the transparencies came in.



- Load letterhead with the logo faceup and the top edge entering the printer first.

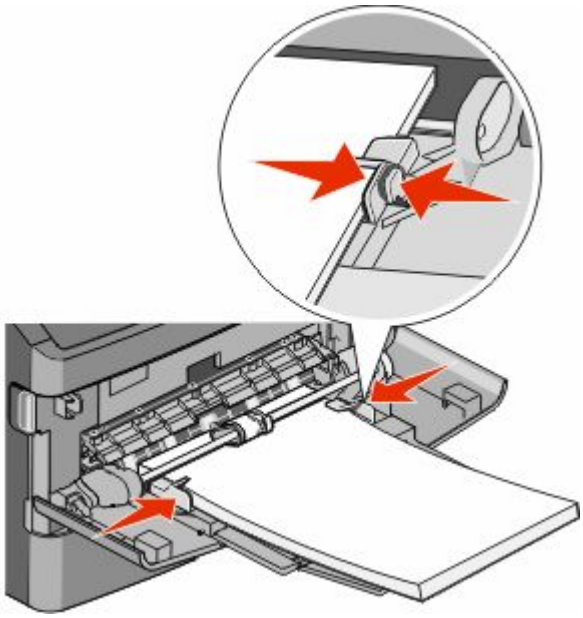



- Load envelopes with the flap side down and the stamp location in the position shown. The stamp and address are shown to illustrate the proper orientation for loading envelopes.

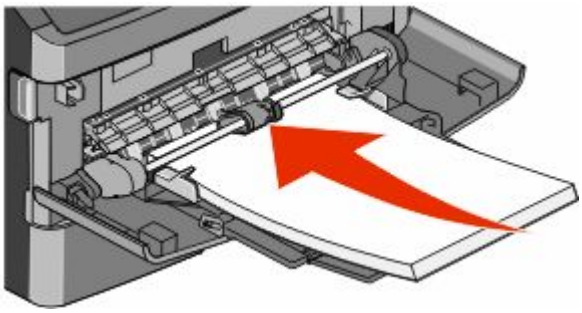


**Warning—Potential Damage:** Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

**4** Squeeze the tab located on the right width guide to adjust the guides to lightly touch the sides of the stack.



5 Slide the paper gently into the multipurpose feeder until it comes to a stop. Paper should lie flat in the multipurpose feeder. Make sure the paper fits loosely in the multipurpose feeder and is not bent or wrinkled.



6 From the printer control panel, set the Paper Size and Paper Type.

# Linking and unlinking trays

## Linking trays

Tray linking is useful for large print jobs or multiple copies. When one linked tray is empty, paper feeds from the next linked tray. When the Paper Size and Paper Type settings are the same for any trays, the trays are automatically linked.

The printer automatically senses the Paper Size setting according to the position of the paper guides in each tray except the multipurpose feeder. The printer can sense A4, A5, JIS B5, Letter, Legal, Executive, and Universal paper sizes. The multipurpose feeder and trays using other paper sizes can be linked manually using the Paper Size menu available from the Paper Size/Type menu.

**Note:** To link the multipurpose feeder, Configure MP must be set to Cassette in the Paper menu in order for MP Feeder Size to appear as a menu item.

The Paper Type setting must be set for all trays from the Paper Type menu available from the Paper Size/Type menu.

## Unlinking trays

Unlinked trays have settings that are *not* the same as the settings of any other tray.

To unlink a tray, change the following tray settings so that they do not match the settings of any other tray:

- Paper Type (for example: Plain Paper, Letterhead, Custom Type <x>)

  Paper Type names describe the paper characteristics. If the name that best describes your paper is used by linked trays, assign a different Paper Type name to the tray, such as Custom Type <x>, or define your own custom name.
- Paper Size (for example: letter, A4, statement)

  Load a different paper size to change the Paper Size setting for a tray automatically. Paper Size settings for the multipurpose feeder are not automatic; they must be set manually from the Paper Size menu.

**Warning—Potential Damage:** Do not assign a Paper Type name that does not accurately describe the type of paper loaded in the tray. The temperature of the fuser varies according to the specified Paper Type. Paper may not be properly processed if an inaccurate Paper Type is selected.

## Assigning a custom paper type name

Assign a custom paper type name to a tray when linking or unlinking the tray.

1. Make sure the printer is on and **Ready** appears.
2. From the home screen, touch .
3. Touch **Paper Menu**.
4. Touch **Paper Size/Type**.
5. Select the tray number or MP Feeder Type.
6. Touch the left or right arrow until **Custom Type <x>** or another custom name appears.
7. Touch **Submit**.

## Changing a Custom Type <x> name

If the printer is on a network, you can use the Embedded Web Server to define a name other than Custom Type <x> for each of the custom paper types that are loaded. When a Custom Type <x> name is changed, the menus display the new name instead of Custom Type <x>.

To change a Custom Type <x> name:

1. Type the printer IP address into the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, print a network setup page and locate the address in the TCP/IP section.
2. Click **Settings**.
3. Click **Paper Menu**.
4. Click **Custom Name**.
5. Type a name for the paper type in a Custom Name <x> box.

   **Note:** This custom name will replace a custom type <x> name under the Custom Types and Paper Size and Type menus.
6. Click **Submit**.
7. Click **Custom Types**.

   **Custom Types** appears, followed by your custom name.
8. Select a Paper Type setting from the pick list next to your custom name.
9. Click **Submit**.

# Paper and specialty media guidelines

## Paper guidelines

### Paper characteristics

The following paper characteristics affect print quality and reliability. Consider these characteristics when evaluating new paper stock.

#### Weight

The printer can automatically feed paper weights from 60–176 g/m$^2$ (16–47 lb bond) grain long. Paper lighter than 60 g/m$^2$ (16 lb) might not be stiff enough to feed properly, causing jams. For best performance, use 75 g/m$^2$ (20 lb bond) grain long paper. For paper smaller than 182 x 257 mm (7.2 x 10.1 in.), we recommend 90 g/m$^2$ (24 lb) or heavier paper.

#### Curl

Curl is the tendency for paper to curl at its edges. Excessive curl can cause paper feeding problems. Curl can occur after the paper passes through the printer, where it is exposed to high temperatures. Storing paper unwrapped in hot, humid, cold, or dry conditions, even in the trays, can contribute to paper curling prior to printing and can cause feeding problems.

#### Smoothness

Paper smoothness directly affects print quality. If paper is too rough, then toner cannot fuse to it properly. If paper is too smooth, then it can cause paper feeding or print quality issues. Always use paper between 100 and 300 Sheffield points; smoothness between 150 and 250 Sheffield points produces the best print quality.

#### Moisture content

The amount of moisture in paper affects both print quality and the ability of the printer to feed the paper correctly. Leave paper in its original wrapper until it is time to use it. This limits the exposure of paper to moisture changes that can degrade its performance.

Condition paper before printing by storing it in its original wrapper in the same environment as the printer for 24 to 48 hours before printing. Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.

#### Grain direction

Grain refers to the alignment of the paper fibers in a sheet of paper. Grain is either *grain long*, running the length of the paper, or *grain short*, running the width of the paper.

For 60–176 g/m$^2$ (16–47 lb bond) paper, grain long paper is recommended. For paper heavier than 176 g/m$^2$, grain short is recommended.

### Fiber content

Most high-quality xerographic paper is made from 100% chemically treated pulped wood. This content provides the paper with a high degree of stability resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton can negatively affect paper handling.

For detailed information on paper with recycled fiber content, see "Using recycled paper and other office papers" on page 69.

## Unacceptable paper

The following paper types are not recommended for use with the printer:

- Chemically treated papers used to make copies without carbon paper, also known as carbonless papers, carbonless copy paper (CCP), or no carbon required (NCR) paper
- Preprinted papers with chemicals that may contaminate the printer
- Preprinted papers that can be affected by the temperature in the printer fuser
- Preprinted papers that require a registration (the precise print location on the page) greater than ±2.3 mm (±0.9 in.), such as optical character recognition (OCR) forms

  In some cases, registration can be adjusted with a software application to successfully print on these forms.
- Coated papers (erasable bond), synthetic papers, thermal papers
- Rough-edged, rough or heavily textured surface papers, or curled papers
- Recycled papers that fail EN12281:2002 (European)
- Paper weighing less than 60 g/m$^2$ (16 lb)
- Multiple-part forms or documents

## Selecting paper

Using appropriate paper prevents jams and helps ensure trouble-free printing.

To help avoid jams and poor print quality:

- *Always* use new, undamaged paper.
- Before loading paper, know the recommended print side of the paper. This information is usually indicated on the paper package.
- *Do not* use paper that has been cut or trimmed by hand.
- *Do not* mix paper sizes, types, or weights in the same source; mixing results in jams.
- *Do not* use coated papers unless they are specifically designed for electrophotographic printing.

## Selecting preprinted forms and letterhead

Use these guidelines when selecting preprinted forms and letterhead:

- Use grain long for 60 to 90 g/m$^2$ weight paper.
- Use only forms and letterhead printed using an offset lithographic or engraved printing process.
- Avoid papers with rough or heavily textured surfaces.

Use papers printed with heat-resistant inks designed for use in xerographic copiers. The ink must be able to withstand temperatures up to 230°C (446°F) without melting or releasing hazardous emissions. Use inks that are not affected by the resin in toner. Inks that are oxidation-set or oil-based generally meet these requirements; latex inks might not. When in doubt, contact the paper supplier.

Preprinted papers such as letterhead must be able to withstand temperatures up to 230°C (446°F) without melting or releasing hazardous emissions.

## Storing paper

Use these paper storage guidelines to help avoid jams and uneven print quality:

- For best results, store paper where the temperature is 21°C (70°F) and the relative humidity is 40%. Most label manufacturers recommend printing in a temperature range of 18 to 24°C (65 to 75°F) with relative humidity between 40 and 60%.
- Store paper in cartons when possible, on a pallet or shelf, rather than on the floor.
- Store individual packages on a flat surface.
- Do not store anything on top of individual paper packages.

# Supported paper sizes, types, and weights

## Paper sizes supported by the printer

| Paper size | Dimensions | Standard 250- sheet tray | Optional 550-sheet tray | Multi- purpose feeder | Duplex unit | Automatic Document feeder |
|---|---|---|---|---|---|---|
| **A4** | 210 x 297 mm (8.3 x 11.7 in.) | ✓ | ✓ | ✓ | ✓ | ✓ |
| **A5** | 148 x 210 mm (5.8 x 8.3 in.) | ✓ | **X** | ✓ | **X** | ✓ |
| **A6**[1] | 105 x 148 mm (4.1 x 5.8 in.) | ✓ | **X** | ✓ | **X** | **X** |
| **JIS B5** | 182 x 257 mm (7.2 x 10.1 in.) | ✓ | **X** | ✓ | **X** | ✓ |
| **Letter** | 216 x 279 mm (8.5 x 11 in.) | ✓ | ✓ | ✓ | ✓ | ✓ |
| **Legal** | 216 x 356 mm (8.5 x 14 in.) | ✓ | ✓ | ✓ | ✓ | ✓ |
| **Executive** | 184 x 267 mm (7.3 x 10.5 in.) | ✓ | **X** | ✓ | **X** | ✓ |

[1] A6 is supported only for grain long papers.

[2] If a paper size you want to use is not listed, configure a Universal paper size. For more information, see "Configuring Universal paper settings" on page 75.

[3] To support duplexing, the Universal width must be between 210 mm (8.267 in) and 215.9 mm (8.5 in); Universal length must be between 279.4 mm (11 in) and 355.6 mm (14 in).

| Paper size | Dimensions | Standard 250- sheet tray | Optional 550-sheet tray | Multi- purpose feeder | Duplex unit | Automatic Document feeder |
|---|---|---|---|---|---|---|
| **Oficio** | 216 x 340 mm (8.5 x 13.4 in.) | ✓ | X | ✓ | ✓ | ✓ |
| **Folio** | 216 x 330 mm (8.5 x 13 in.) | ✓ | X | ✓ | ✓ | ✓ |
| **Statement** | 140 x 216 mm (5.5 x 8.5 in.) | ✓ | X | ✓ | ✓ | ✓ |
| **Universal**[2, 3] | 138 x 210 mm (5.5 x 8.3 in.) up to 216 x 356 mm (8.5 x 14 in.) | ✓ | X | ✓ | X | ✓ |
| | 70 x 127 mm (2.8 x 5 in.) up to 216 x 356 mm (8.5 x 14 in.) | X | X | ✓ | X | ✓ |
| | 148 x 182 mm (5.8 x 7.7 in.) up to 216 x 356 mm (8.5 x 14 in.) | ✓ | X | ✓ | ✓ | ✓ |
| **7 3/4 Envelope (Monarch)** | 98 x 191 mm (3.9 x 7.5 in.) | X | X | ✓ | X | X |
| **9 Envelope** | 98 x 225 mm (3.9 x 8.9 in.) | X | X | ✓ | X | X |
| **10 Envelope** | 105 x 241 mm (4.1 x 9.5 in.) | X | X | ✓ | X | X |
| **DL Envelope** | 110 x 220 mm (4.3 x 8.7 in.) | X | X | ✓ | X | X |
| **C5 Envelope** | 162 x 229 mm (6.4 x 9.1 in.) | X | X | ✓ | X | X |
| **B5 Envelope** | 176 x 250 mm (6.9 x 9.8 in.) | X | X | ✓ | X | X |
| **Other Envelope** | 98 x 162 mm (3.99 x 6.4 in.) to 176 x 250 mm (6.9 x 9.8 in.) | X | X | ✓ | X | X |

[1] A6 is supported only for grain long papers.

[2] If a paper size you want to use is not listed, configure a Universal paper size. For more information, see "Configuring Universal paper settings" on page 75.

[3] To support duplexing, the Universal width must be between 210 mm (8.267 in) and 215.9 mm (8.5 in); Universal length must be between 279.4 mm (11 in) and 355.6 mm (14 in).

# Paper types and weights supported by the printer

The printer engine and the duplex path support 60–90 g/m$^2$ (16–24 lb) paper weights. The multipurpose feeder supports 60–163 g/m$^2$ (16–43 lb) paper weights.

**Note:** Labels, transparencies, envelopes, and card stock always print at reduced speed.

| Paper type | Standard 250-sheet tray | Optional 550-sheet tray | Multi-purpose feeder | Duplex unit |
|---|---|---|---|---|
| **Plain Paper** | ✓ | ✓ | ✓ | ✓ |
| **Card stock** | X | X | ✓ | X |
| **Transparencies** | ✓ | ✓ | ✓ | X |
| **Recycled** | ✓ | ✓ | ✓ | ✓ |
| **Labels** | ✓ | ✓ | ✓ | X |
| **Vinyl Labels** | X | X | X | X |
| **Bond** | ✓ | ✓ | ✓ | ✓ |
| **Letterhead** | ✓ | ✓ | ✓ | ✓ |
| **Envelopes** | X | X | ✓ | X |
| **Letterhead** | X | X | ✓ | ✓ |
| **Preprinted** | ✓ | ✓ | ✓ | ✓ |
| **Colored paper** | ✓ | ✓ | ✓ | ✓ |
| **Light paper** | ✓ | ✓ | ✓ | ✓ |
| **Heavy paper** | ✓ | ✓ | ✓ | ✓ |
| **Rough/Cotton** | ✓ | ✓ | ✓ | X |
| **Custom Type <x> (where x represents 1–6)** | ✓ | ✓ | ✓ | ✓ |

# Paper capacities

The capacities of the trays and the multipurpose feeder are based on 75 g/m$^2$ (20 lb) paper.

| Load up to | Notes |
|---|---|
| **Tray 1**<br>250 sheets of paper<br>150 sheets of A6-size paper<br>50 paper labels<br>50 transparencies | **Note:** Vinyl, pharmacy, or dual-sided labels are not supported. Use paper labels only. Single-sided paper labels designed for laser printers are supported for occasional use. It is recommended to print no more than 20 pages of paper labels per month. |

| Load up to | Notes |
| --- | --- |
| **Tray 2**<br>550 sheets of paper<br>50 paper labels | **Note:** Only one optional drawer may be installed on the printer at a time. The maximum amount of paper that can be loaded depends on whether you have an optional 550-sheet tray. |
| **Multipurpose feeder**<br>50 sheets of paper<br>15 paper labels<br>10 transparencies<br>10 sheets of card stock<br>7 envelopes | **Note:** Feed paper into the multipurpose feeder only to the point where its leading edge can contact the paper guides. Do not force the paper into the feeder. |

# Software overview

Use the *Software and Documentation* CD that came with your printer to install a combination of software applications, depending on your operating system.

**Note:** If you purchased your printer and computer separately, you must use the *Software and Documentation* CD to install these software applications.

**Note:** These software applications are not available with Macintosh®.

## Status Monitor Center

**Note:** For the local Status Monitor Center to work properly, bidirectional communication support must be in place so the printer and computer can communicate. The Status Monitor Center works when the printer is connected to a network or to a computer locally through a USB cable.

Use the Status Monitor Center to manage multiple Status Monitors.

- Double-click a printer name to open its Status Monitor, or select **Run** to open a Status Monitor for a particular printer.
- Select **Update** to change the appearance of the list of printers.

## Driver Profiler

Use the Driver Profiler to create driver profiles that contain custom driver settings. A driver profile can contain a group of saved printer driver settings and other data for such things as:

- Print orientation and N-Up (document settings)
- Installation status of an output tray (printer options)
- User-defined paper sizes (custom papers)
- Simple text and watermarks
- Overlay references
- Font references
- Form associations

## Dell Printer Alert Utility

**Note:** This application is not available with Windows 2000 or earlier.

The Dell Printer Alert Utility informs you when there are errors requiring your intervention on your printer. When there is an error, a bubble appears telling you what the error is, and points you to the appropriate recovery information.

**Note:** For the Dell Printer Alert Utility to work properly, bidirectional communication support must be in place so the printer and computer can communicate. An exception is added to the Windows Firewall to allow this communication.

If you opted to install the Dell Printer Alert Utility with your printer software, the utility automatically launches when the software installation is completed. The utility is active if you see in the System Tray.

To disable the Dell Printer Alert Utility:

1. From the System Tray, right click the icon.
2. Select **Exit**.

To re-enable the Dell Printer Alert Utility:

1. *In Windows Vista or later:*
   a. Click → **Programs**.
   b. Click **Dell Printers**.
   c. Click **Dell 3333dn and 3335dn Laser MFP**.

   *In Windows XP*:

   Click **Start** → **Programs** or **All Programs** → **Dell Printers** → **Dell 3333dn and 3335dn Laser MFP**.
2. Click **Printer Alert Utility**.

# Printing

## Printing a document

1. Load paper into a tray or feeder.
2. From the printer control panel Paper menu, set the Paper Type and Paper Size to match the loaded paper.
3. Do one of the following:

### For Windows users

a. With a document open, click **File → Print**.

b. Click **Properties, Preferences, Options,** or **Setup**, and then adjust the settings as needed.

**Note:** To print on a specific size or type of paper, adjust the paper size or type settings to match the loaded paper, or select the appropriate tray or feeder.

c. Click **OK**, and then click **Print**.

### For Macintosh users

a. Customize the settings as needed in the Page Setup dialog:
   1. With a document open, choose **File** > **Page Setup**.
   2. Choose a paper size or create a custom size to match the loaded paper.
   3. Click **OK**.

b. Customize the settings as needed in the Print dialog:
   1. With a document open, choose **File** > **Print**.
      If necessary, click the disclosure triangle to see more options.
   2. From the Print dialog and pop-up menus, adjust the settings as needed.

      **Note:** To print on a specific paper type, adjust the paper type setting to match the loaded paper, or select the appropriate tray or feeder.
   3. Click **Print**.

## Printing on both sides of the paper (duplexing)

In order to save paper, you can print a multiple-page document on both sides of the paper.

1. On the home screen, touch **Menus**, and then touch **Settings**.
2. Touch the down arrows until **Print Settings** appears.
3. Touch **Print Settings**.
4. Touch **Finishing Menu**.
5. Touch the **Sides (Duplex)** arrows until `2 sided` appears.

6 Touch **Submit**.

`Submitting changes` appears.

7 Touch to return to the home screen.

# Printing on specialty media

## Tips on using letterhead

- Use letterhead designed specifically for laser printers.
- Print samples on the letterhead being considered for use before buying large quantities.
- Before loading letterhead, fan the stack to prevent sheets from sticking together.
- Page orientation is important when printing on letterhead. For information on how to load letterhead, see:
  - "Loading trays" on page 76
  - "Using the multipurpose feeder" on page 80

## Tips on using transparencies

Print samples on the transparencies being considered for use before buying large quantities.

When printing on transparencies:

- Feed transparencies from a 250-sheet tray, a 550-sheet tray, or the multipurpose feeder.
- Use transparencies designed specifically for laser printers. Check with the manufacturer or vendor to ensure transparencies are able to withstand temperatures up to 230°C (446°F) without melting, discoloring, offsetting, or releasing hazardous emissions.
- Use transparencies that are 138–146 g/m$^2$ (37–39 lb. bond) in weight.
- To prevent print quality problems, avoid getting fingerprints on the transparencies.
- Before loading transparencies, fan the stack to prevent sheets from sticking together.

## Tips on using envelopes

Print samples on the envelopes being considered for use before buying large quantities.

When printing on envelopes:

- Use envelopes designed specifically for laser printers. Check with the manufacturer or vendor to ensure the envelopes can withstand temperatures up to 210°C (410°F) without sealing, wrinkling, curling excessively, or releasing hazardous emissions.

  **Note:** Envelopes can be printed at a temperature up to 220°C (428°F) if Envelope Weight is set to Heavy and Envelope Texture is set to Rough. Select these settings using the Embedded Web Server, or from the printer control panel Paper menu.
- For the best performance, use envelopes made from 90 g/m$^2$ (24 lb bond) paper. Use up to 105 g/m$^2$ (28 lb bond) weight for envelopes as long as the cotton content is 25% or less. All-cotton envelopes must not exceed 90 g/m$^2$ (24 lb bond) weight.
- Use only new envelopes.

- To optimize performance and minimize jams, do not use envelopes that:
  - Have excessive curl or twist
  - Are stuck together or damaged in any way
  - Have windows, holes, perforations, cutouts, or embossing
  - Have metal clasps, string ties, or folding bars
  - Have an interlocking design
  - Have postage stamps attached
  - Have any exposed adhesive when the flap is in the sealed or closed position
  - Have bent corners
  - Have rough, cockle, or laid finishes
- Adjust the width guides to fit the width of the envelopes.

**Note:** A combination of high humidity (over 60%) and the high printing temperature may wrinkle or seal envelopes.

## Tips on using labels

**Note:** This printer is intended for occasional paper label printing only.

- Do not load labels together with paper or transparencies in the same source; mixing media can cause feeding problems.
- From the Paper menu, set the Paper Type to Labels.
- Do not use labels with slick backing material.
- Use labels that can withstand temperatures of 230°C (446°F) without sealing, excessive curling, wrinkling, or releasing hazardous emissions.
- Use full label sheets. Partial sheets may cause labels to peel off during printing, resulting in a jam. Partial sheets also contaminate the printer and the cartridge with adhesive, and could void the printer and cartridge warranties.
- Do not use labels with exposed adhesive.
- Do not print within 1 mm (0.04 in.) of the edge of the label, of the perforations, or between die-cuts of the label.
- Be sure adhesive backing does not reach to the sheet edge. Zone coating of the adhesive at least 1 mm (0.04 in.) away from edges is recommended. Adhesive material contaminates the printer and could void the warranty.
- If zone coating of the adhesive is not possible, remove a 1.6 mm (0.06 in.) strip on the leading and driver edge, and use a non-oozing adhesive.
- Portrait orientation works best, especially when printing bar codes.

## Tips on using card stock

Card stock is heavy, single-ply specialty media. Many of its variable characteristics, such as moisture content, thickness, and texture, can significantly impact print quality. Print samples on the card stock being considered for use before buying large quantities.

When printing on card stock:

- Make sure the Paper Type is Card Stock.
- Select the appropriate Paper Texture setting.
- Be aware that preprinting, perforation, and creasing may significantly affect the print quality and cause jams or other paper handling problems.

- Check with the manufacturer or vendor to ensure the card stock can withstand temperatures up to 210°C (410°F) without releasing hazardous emissions.
- Do not use preprinted card stock manufactured with chemicals that may contaminate the printer. Preprinting introduces semi-liquid and volatile components into the printer.
- Use grain short card stock when possible.

# Printing confidential and other held jobs

## Holding jobs in the printer

When sending a job to the printer, you can specify that you want the printer to hold the job in memory until you start the job from the printer control panel. All print jobs that can be initiated by the user at the printer are called *held jobs*.

**Note:** Confidential, Verify, Reserve, and Repeat print jobs may be deleted if the printer requires extra memory to process additional held jobs.

| Job type | Description |
|---|---|
| Confidential | When you send a Confidential print job to the printer, you must create a PIN from the computer. The PIN must be four digits using the numbers 0–9. The job is held in printer memory until you enter the PIN from the printer control panel and choose to print or delete the job. |
| Verify | When you send a Verify print job, the printer prints one copy and holds the remaining copies in printer memory. Verify lets you examine the first copy to see if it is satisfactory before printing the remaining copies. Once all copies are printed, the job is automatically deleted from printer memory. |
| Reserve | When you send a Reserve print job, the printer does not print the job immediately. It stores the job in memory so you can print the job later. The job is held in memory until you delete it from the Held Jobs menu. |
| Repeat | When you send a Repeat print job, the printer prints all requested copies of the job *and* stores the job in memory so you can print additional copies later. You can print additional copies as long as the job remains stored in memory. |

## Printing confidential and other held jobs from Windows

**Note:** Confidential and Verify print jobs are automatically deleted from memory after they print. Repeat and Reserve jobs continue to be held in the printer until you choose to delete them.

1. With a document open, click **File → Print**.
2. Click **Properties**, **Preferences**, **Options**, or **Setup**.
3. Click **Other Options**, and then click **Print and Hold**.
4. Select your job type (Confidential, Reserve, Repeat, or Verify), and then assign a user name. For a confidential job, also enter a four-digit PIN.
5. Click **OK** or **Print**, and then go to the printer to release the job.
6. On the home screen, touch **Held jobs**.

7 Touch your user name.

**Note:** A maximum of 500 results can be displayed for held jobs. If your name does not appear, touch the down arrow until your name appears, or touch **Search Held Jobs** if there are a large number of held jobs in the printer.

8 Touch **Confidential Jobs**.

9 Enter your PIN.

10 Touch **Done**.

11 Touch the job you want to print.

12 Touch **Print**, or touch the arrows to increase or decrease the number of copies, and then touch **Print**.

## Printing confidential and other held jobs from a Macintosh computer

**Note:** Confidential and Verify print jobs are automatically deleted from memory after they print. Repeat and Reserve jobs continue to be held in the printer until you choose to delete them.

1 With a document open, choose **File** > **Print**.

If necessary, click the disclosure triangle to see more options.

2 From the print options or Copies & Pages pop-up menu, choose **Job Routing**.

3 Select your job type (Confidential, Reserve, Repeat, or Verify), and then assign a user name. For a confidential job, also enter a four-digit PIN.

4 Click OK or Print, and then go to the printer to release the job.

5 On the home screen, touch **Held jobs**.

6 Touch your user name.

**Note:** A maximum of 500 results can be displayed for held jobs. If your name does not appear, touch the down arrow until your name appears, or touch **Search Held Jobs** if there are a large number of held jobs in the printer.

7 Touch **Confidential Jobs**.

8 Enter your PIN.

9 Touch the job you want to print.

10 Touch **Print**, or touch the arrows to increase or decrease the number of copies, and then touch **Print**.

# Printing from a flash drive

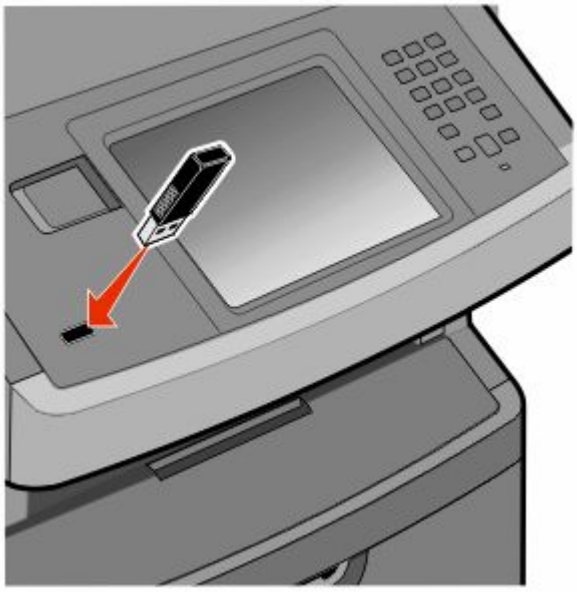
A USB port is located on the printer control panel. Insert a flash drive to print supported file types. Supported file types include: .pdf, .gif, .jpeg, .jpg, .bmp, .png, .tiff, .tif, .pcx, and .dcx.

**Notes:**

- Hi-Speed flash drives must support the Full-speed standard. Flash drives supporting only USB Low-speed capabilities are not supported.
- USB devices must support the FAT (*File Allocation Tables*) system. Devices formatted with NTFS (*New Technology File System*) or any other file system are not supported.
- If selecting an encrypted .pdf file, then enter the file password from the printer control panel.
- Before printing an encrypted .pdf file, enter the file password from the printer control panel.
- You cannot print files for which you do not have printing permissions.

To print from a flash drive:

1. Make sure the printer is on and **`Ready`** appears.
2. Insert a flash drive into the USB port.



**Notes:**

- If you insert the flash drive when the printer requires attention, such as when a jam has occurred, then the printer ignores the flash drive.
- If you insert the flash drive while the printer is printing other jobs, then **`Printer Busy`** appears. After the other jobs are processed, you may need to view the held jobs list to print documents from the flash drive.

3. Touch the document you want to print.

   **Note:** Folders found on the flash drive appear as folders. File names are appended by the extension type (for example, .jpg).

4 Touch the right arrow if you want to increase the number of printed copies.

5 Touch **Print**.

**Note:** Do not remove the flash drive from the USB port until the document has finished printing.

If you leave the flash drive in the printer after leaving the initial USB menu screen, then you can still print .pdf files from the flash drive as held jobs.

# Printing information pages

## Printing a font sample list

To print samples of the fonts currently available for your printer:

1 Make sure the printer is on and `Ready` appears.

2 On the home screen, touch **Menus**.

3 Touch **Reports**.

4 Touch the up or down arrow until `Print Fonts` appears, and then touch **Print Fonts**.

5 Touch **PCL Fonts** or **PostScript Fonts**.

## Printing a directory list

A directory list shows the resources stored in flash memory or on the printer hard disk.

1 Make sure the printer is on and `Ready` appears.

2 On the home screen, touch .

3 Touch **Reports**.

4 Touch the down arrow until `Print Directory` appears.

5 Touch **Print Directory**.

## Printing the print quality test pages

Print the print quality test pages to isolate print quality problems.

1 Turn the printer off.

2 Hold down 2 and 6 while turning the printer on.

3 Release the buttons when the screen with the progress bar appears.

The printer performs a power-on sequence, and then the Configuration menu appears.

4 Touch the down arrow until `Print Quality Pages` appears.

5 Touch **Print Quality Pages Menu**.

6 Touch **Print Quality Pages**.

# Canceling a print job

## Canceling a print job from the printer control panel

1. Touch **Cancel Jobs** on the touch screen, or press on the keypad.
2. Touch the job you want to cancel.
3. Touch **Delete Selected Jobs**.

## Canceling a print job from the computer

To cancel a print job, do one of the following:

### For Windows users

1. Click , or click **Start** and then click **Run**.
2. In the Start Search or Run box, type `control printers`.
3. Press **Enter**, or click **OK**.
   The printer folder opens.
4. Double-click the printer icon.
5. Select the job to cancel.
6. From the keyboard, press **Delete**.

From the Windows taskbar:

When you send a job to print, a small printer icon appears in the right corner of the taskbar.

1. Double-click the printer icon.
   A list of print jobs appears in the printer window.
2. Select a job to cancel.
3. From the keyboard, press **Delete**.

### For Macintosh users

In Mac OS X version 10.5 or later:

1. From the Apple menu, choose **System Preferences**.
2. Click **Print & Fax**, and then double-click the printer icon.
3. From the printer window, select the job to cancel.
4. From the icon bar at the top of the window, click the **Delete** icon.

In Mac OS X version 10.4 and earlier:

1. From the Go menu, choose **Applications**.
2. Double-click **Utilities**, and then double-click **Print Center** or **Printer Setup Utility**.
3. Double-click the printer icon.

4 From the printer window, select the job to cancel.

5 From the icon bar at the top of the window, click the **Delete** icon.

# Copying

| ADF | Scanner glass |
|---|---|
| | |
| Use the ADF for multiple-page documents. | Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). |

# Making copies

## Making a quick copy

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. From the printer control panel, press .
4. If you placed the document on the scanner glass, then touch **Finish the Job** to return to the home screen.

## Copying using the ADF

1. Load an original document faceup, short edge first into the ADF.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. Adjust the paper guides.
3. On the home screen, touch **Copy**, or use the keypad to enter the number of copies.

   The copy screen appears.

4. Change the copy settings as needed.
5. Touch **Copy It**.

## Copying using the scanner glass

1. Place an original document facedown on the scanner glass in the upper left corner.
2. On the home screen, touch **Copy**, or use the keypad to enter the number of copies.

   The copy screen appears.
3. Change the copy settings as needed.
4. Touch **Copy It**.
5. If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the Next Page**.
6. Touch **Finish the Job** to return to the home screen.

# Copying photos

1. Place a photo facedown on the scanner glass in the upper left corner.
2. On the home screen, touch **Copy**.
3. Touch **Options**.
4. Touch **Content**.
5. Touch **Photograph**.
6. Touch **Done**.
7. Touch **Copy It**.
8. Touch **Scan the Next Page** or **Finish the Job**.

# Copying on specialty media

## Making transparencies

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **Copy**.
4. Touch **Copy from**, and then identify the size of the original document.
5. Touch **Copy to**, and then touch the tray that contains transparencies, or touch **Manual Feeder** and then place transparencies in the multipurpose feeder.
6. Touch the desired size of the transparencies, and then touch **Continue**.
7. Touch the up or down arrow until **Transparency** appears.

8 Touch **Transparency**, and then touch **Continue**.

9 Touch **Copy It**.

## Copying to letterhead

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Copy from**, and then identify the size of the original document.

5 Touch **Copy to**, and then touch **Manual Feeder** and place letterhead facedown, top edge first in the multipurpose feeder.

6 Touch the desired size of the letterhead, and then touch **Continue**.

7 Touch the up or down arrow until `Letterhead` appears.

8 Touch **Letterhead**, and then touch **Continue**.

9 Touch **Copy It**.

# Customizing copy settings

## Copying from one size to another

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Copy from**, and then identify the size of the original document.

5 Touch **Copy to**, and then select the size you want the copy to be.

**Note:** If you select a paper size that is different from the "Copy from" size, then the printer will scale the size automatically.

6 Touch **Copy It**.

## Making copies using paper from a selected tray

During the copy process, you can select the tray that contains the paper type of choice. For example, if specialty media is located in the multipurpose feeder, and you want to make copies on that media:

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **Copy**.
4. Touch **Copy from**, and then identify the size of the original document.
5. Touch **Copy to**, and then touch **Manual Feeder** or the tray that contains the paper type you want.

   **Note:** If you choose Manual Feeder, then you will need to also select the paper size and type.

6. Touch **Copy It**.

## Copying on both sides of the paper (duplexing)

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **Copy**.
4. From the Sides (Duplex) area, touch the button that looks the way you want your copies duplexed.

   The first number represents sides of the original documents; the second number represents sides of the copy. For example, select 1-sided to 2-sided if you have 1-sided original documents and you want 2-sided copies.

   **Note:** The ADF automatically scans both sides of the page.

5. Touch **Copy It**.

## Copying a document that contains mixed paper sizes

Use the ADF to copy an original document that contains mixed paper sizes. Depending on the paper sizes loaded and the "Copy to" and "Copy from" settings, each copy is either printed on mixed paper sizes (Example 1) or scaled to fit a single paper size (Example 2).

### Example 1: Copying to mixed paper sizes

The printer has two paper trays, one tray loaded with letter-size paper and the other with legal-size paper. A document that contains letter- and legal-size pages needs to be copied.

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Copy from**, and then touch **Auto Size Sense**.

5 Touch **Copy to**, and then touch **Auto Size Match**.

6 Touch **Copy It**.

The scanner identifies the mixed paper sizes as they scan. Copies are printed on mixed paper sizes corresponding to the paper sizes of the original document.

### Example 2: Copying to a single paper size

The printer has one paper tray, loaded with letter-size paper. A document that contains letter- and legal-size pages needs to be copied.

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Copy from**, and then touch **Mixed Letter/Legal**.

5 Touch **Copy to**, and then touch **Letter**.

6 Touch **Copy It**.

The scanner identifies the mixed paper sizes as they scan and then scales the legal-size pages to print on letter-size paper.

## Reducing or enlarging copies

Copies can be reduced to 25% of the original document size or enlarged to 400% of the original document size. The factory default setting for Scale is Auto. If you leave Scale set to Auto, the content of your original document will be scaled to fit the size of the paper onto which you are copying.

To reduce or enlarge a copy:

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 On the home screen, touch **Copy**.

4 From the Scale area, touch the arrows to enlarge or reduce your copies.

Touching “Copy to” or “Copy from” after setting Scale manually changes the scale value back to Auto.

5 Touch **Copy It**.

## Adjusting copy quality

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **Copy**.
4. Under **Content**, touch the left or right arrow to select what you are copying:
   - **Text**—Used for original documents that are mostly text or line art
   - **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures
   - **Photograph**—Used when the original document is a high-quality photograph or inkjet print
   - **Printed Image**—Used when copying halftone photographs, graphics such as documents printed on a laser printer, or pages from a magazine or newspaper that are composed primarily of images
5. Touch **Copy It**.

## Collating copies

If you print multiple copies of a document, then you can choose to print each copy as a set (collated) or to print the copies as groups of pages (not collated).

**Collated**

**Not collated**

By default, Collate is set to On. If you do not want to collate your copies, then change the setting to Off.

To turn collate off:

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **Copy**.
4. Use the keypad to enter the number of copies.
5. Touch **Off** if you do not want your copies collated.
6. Touch **Copy It**.

## Placing separator sheets between copies

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **Copy**.
4. Touch **Options**.
5. Touch **Separator Sheets**.

   **Note:** Collate must be On for the separator sheets to be placed between copies. If Collate is Off, the separator sheets are added to the end of the print job.

6. Select one of the following:
   - **Between Copies**
   - **Between Jobs**
   - **Between Pages**
7. Touch **Done**.
8. Touch **Copy It**.

## Copying multiple pages onto a single sheet

In order to save paper, you can copy either two or four consecutive pages of a multiple-page document onto a single sheet of paper.

**Notes:**

- The Paper Size must be set to Letter, Legal, A4, or B5 JIS.
- The Copy Size must be set to 100%.

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **Copy**.
4. Select a duplex setting.
5. Touch **Options**.
6. Touch **Paper Saver**.
7. Select the desired output.
8. Touch **Print Page Borders** if you want a box drawn around each page of the copies.
9. Touch **Done**.
10. Touch **Copy It**.

## Creating a custom job (job build)

The custom job or job build is used to combine one or more sets of original documents into a single copy job. Each set may be scanned using different job parameters. When a copy job is submitted and Custom Job is enabled, the scanner scans the first set of original documents using the supplied parameters, and then it scans the next set with the same or different parameters.

The definition of a set depends on the scan source:

- If you scan a document on the scanner glass, a set consists of one page.
- If you scan multiple pages using the ADF, a set consists of all scanned pages until the ADF becomes empty.
- If you scan one page using the ADF, a set consists of one page.

For example:

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **Copy**.
4. Touch **Options**.
5. Touch **Custom Job**.
6. Touch **On**.
7. Touch **Done**.
8. Touch **Copy It**.

   When the end of a set is reached, the scan screen appears.

9. Load the next document faceup, short edge first into the ADF or facedown on the scanner glass, and then touch **Scan the Automatic Document Feeder** or **Scan the flatbed**.

   **Note:** If required, change the job settings.

10. If you have another document to scan, load the next document faceup, short edge first into the ADF or facedown on the scanner glass, and then touch **Scan the Automatic Document Feeder** or **Scan the flatbed**. Otherwise, touch **Finish the job**.

# Pausing the current print job to make copies

When the "Allow priority copies" setting is On, the printer pauses the current print job when you start a copy job.

**Note:** The "Allow priority copies" setting must be set to On in the Copy Settings menu so that you can pause the current print job and make copies.

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.

3 From the printer control panel, press .

4 If you placed the document on the scanner glass, then touch **Finish the Job** to return to the home screen.

# Placing information on copies

## Placing the date and time at the top of each page

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Options**.

5 Touch **Header/Footer**.

6 Pick an area of the page to place the date and time.

7 Touch **Date/Time**, and then touch **Continue**.

8 Touch **Done**.

9 Touch **Copy It**.

## Placing an overlay message on each page

An overlay message can be placed on each page. The message choices are Urgent, Confidential, Copy, or Draft. To place a message on the copies:

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 On the home screen, touch **Copy**.

4 Touch **Options**.

5 Touch **Overlay**.

6 Touch the button containing the overlay you want to use.

7 Touch **Done**.

8 Touch **Copy It**.

# Canceling a copy job

## Canceling a copy job while the document is in the ADF

When the ADF begins processing a document, the scanning screen appears. To cancel the copy job, touch **Cancel Job** on the touch screen.

A "Canceling scan job" screen appears. The ADF clears all pages in the ADF and cancels the job.

## Canceling a copy job while copying pages using the scanner glass

Touch **Cancel Job** on the touch screen.

A "Canceling scan job" screen appears. Once the job is canceled, the copy screen appears.

## Canceling a copy job while the pages are being printed

1. Touch **Cancel Job** on the touch screen, or press on the keypad.
2. Touch the job you want to cancel.
3. Touch **Delete Selected Jobs**.

   The remainder of the copy job is canceled. The home screen appears.

# Understanding the copy screens and options

## Copy from

This option opens a screen where you can enter the size of the documents you are going to copy. Touch a paper size button to select it as the "Copy from" setting. The copy screen appears with your new setting displayed.

## Copy to

This option opens a screen where you can enter the size and type of paper on which your copies will be printed.

- Touch a paper size button to select it as the "Copy to" setting. The copy screen appears with your new setting displayed.
- If the size settings for "Copy from" and "Copy to" are different, the printer automatically adjusts the Scale setting to accommodate the difference.
- If the type or size of paper that you want to copy onto is not loaded in one of the trays, touch **Manual Feeder**, and manually send the paper through the multipurpose feeder.
- When "Copy to" is set to Auto Size Match, each copy matches the size of the original document. If a matching paper size is not in one of the trays, the printer scales each copy to fit loaded paper.

## Scale

This option creates an image from your copy that is proportionally scaled anywhere between 25% and 400%. Scale can also be set for you automatically.

- When you want to copy from one size of paper to another, such as from legal-size to letter-size paper, setting the "Copy from" and "Copy to" paper sizes automatically changes the scale to keep all the original document information on your copy.
- Touch the left arrow to decrease the value by 1%; touch the right arrow to increase the value by 1%.
- Hold your finger on the right arrow to make a continuous increment change.
- Hold your finger on the left or right arrow two seconds to cause the pace of the change to accelerate.

## Darkness

This option adjusts how light or dark your copies will turn out in relation to the original document.

## Content

This option tells the printer the original document type. Choose from Text, Text/Photo, Photograph, or Printed Image.

- **Text**—Emphasize sharp, black, high-resolution text against a clean, white background
- **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures
- **Photograph**—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document.
- **Printed Image**—Used when copying halftone photographs, graphics such as documents printed on a laser printer, or pages from a magazine or newspaper that are composed primarily of images

## Sides (Duplex)

Use this option to select duplex settings. You can print copies on one or two sides, make two-sided copies (duplex) of two-sided original documents, make two-sided copies from one-sided original documents, or make one-sided copies (simplex) from two-sided original documents.

## Collate

This option keeps the pages of a print job stacked in sequence when printing multiple copies of the document. The factory default setting for Collate is on; the output pages of your copies will be ordered (1,2,3) (1,2,3) (1,2,3). If you want all the copies of each page to remain together, turn Collate off, and your copies will be ordered (1,1,1) (2,2,2) (3,3,3).

## Options

Touching the Options button opens a screen where you can change Paper Saver, Create Booklet, Advanced Imaging, Custom Job, Separator Sheets, Margin Shift, Edge Erase, Header/Footer, Overlay, Advanced Duplex, and Save as Shortcut settings.

## Paper Saver

This option lets you print two or more sheets of an original document together on the same page. Paper Saver is also called N-up printing. The N stands for Number. For example, 2-up would print two pages of your document on a single page, and 4-up would print four pages of your document on a single page. Touching Print Page Borders adds or removes the outline border surrounding the original document pages on the output page.

## Create Booklet

This option creates a stack of collated pages that, when folded, forms a booklet half the page size of the original document and with all the pages in order.

**Note:** To use Create Booklet, you must have a duplex unit attached to the printer.

## Advanced Imaging

This option lets you adjust Background Removal, Color Dropout, Contrast, Mirror Image, Negative Image, Shadow Detail, Scan Edge to Edge, and sharpness before you copy the document.

## Custom Job

This option combines multiple scanning jobs into a single job.

## Separator Sheets

This option places a blank piece of paper between copies, pages, and print jobs. The separator sheets can be drawn from a tray that contains a type or color of paper that is different from the paper your copies are printed on.

## Margin Shift

This option increases the size of the margin a specified distance. This can be useful in providing space to bind or hole-punch copies. Use the increase or decrease arrows to set how much of a margin you want. If the additional margin is too large, then the copy will be cropped.

## Edge Erase

This option eliminates smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase erases whatever is within the selected area, leaving nothing printed on that portion of the paper.

## Header/Footer

This option turns on the Date/Time, Page number, Bates number, or Custom text and prints them in the specified header or footer location.

## Overlay

This option creates a watermark (or message) that overlays the content of your copy. You can choose between Urgent, Confidential, Copy, and Draft, or you can enter a custom message in the "Enter custom text" field. The word you pick will appear, faintly, in large print across each page.

**Note:** A custom overlay can also be created by your system support person. When a custom overlay is created, a button with an icon of that overlay will be available.

### Advanced Duplex

This option controls whether the documents are one-sided or two-sided, what orientation your original documents have, and how your documents are bound.

**Note:** Some Advanced Duplex options may not be available on all printer models.

### Save as Shortcut

This option allows the current settings to be saved as a shortcut.

# Improving copy quality

| Question | Tip |
|---|---|
| When should I use Text mode? | • Use text mode when text preservation is the main goal of the copy, and preserving images copied from the original document is not a concern.<br>• Text mode is recommended for receipts, carbon copy forms, and documents that contain only text or fine line art. |
| When should I use Text/Photo mode? | • Use Text/Photo mode when copying an original document that contains a mixture of text and graphics.<br>• Text/Photo mode is recommended for magazine articles, business graphics, and brochures. |
| When should I use Printed Image mode? | Use Printed Image mode when copying halftone photographs, graphics such as documents printed on a laser printer, or pages from a magazine or newspaper |
| When should I use Photograph mode? | Use Photograph mode when the original document is a high-quality photograph or inkjet print. |

# E-mailing

| ADF | Scanner glass |
|---|---|
| | |
| Use the ADF for multiple-page documents. | Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). |

You can use the printer to e-mail scanned documents to one or more recipients. There are three ways to send an e-mail from the printer. You can type the e-mail address, use a shortcut number, or use the address book.

# Getting ready to e-mail

## Enabling the e-mail function

The e-mail function must be enabled prior to use. If you disabled the e-mail function when setting up the printer for the first time, or if the printer has been off for an extended time, then follow these steps:

**Note:** To complete this step, you must know your Primary SMTP (mail server) Gateway address. For more information, see your system support person.

1. Touch **Menus**.
2. Touch **Settings**.
3. Touch **General Settings**.
4. Touch the left or right arrow next to **`Run initial setup`** to select **`Yes`**.
5. Touch **Submit**.

   **`Submitting changes`** appears.
6. Turn off the printer, wait ten seconds, and then turn the printer back on.
7. From the printer control panel, select your language.
8. Select your country or region, and then touch **Continue**.
9. Select your time zone, and then touch **Continue**.
10. Touch **E-mail**, and then touch **Continue**.
11. Select any additional buttons you want to display on the home screen, and then touch **Continue**.
12. Touch **Enter**.

13 Touch **Continue**.

14 Type in the Primary SMTP Gateway address, and then touch **Enter**.

15 If prompted, set the date and time, and then touch **Continue**.

When the home screen appears, the e-mail function is enabled.

## Setting up the e-mail function

For e-mail to operate, it must be turned on in the printer configuration and have a valid IP address or gateway address. To set up the e-mail function:

1 Type the printer IP address into the address field of your Web browser.

**Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2 Click **Settings**.

3 Under Default Settings, click **E-mail/FTP Settings**.

4 Click **E-mail Settings**.

5 Click **Setup E-mail Server**.

6 Fill in the fields with the appropriate information.

7 Click **Add**.

## Configuring the e-mail settings

1 Type the printer IP address into the address field of your Web browser.

**Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2 Click **Settings**.

3 Click **E-mail/FTP Settings**.

4 Click **E-mail Settings**.

5 Fill in the fields with the appropriate information.

6 Click **Submit**.

# Creating an e-mail shortcut

## Creating an e-mail shortcut using the Embedded Web Server

1 Type the printer IP address into the address field of your Web browser.

**Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2 Click **Settings**.

3 Under Other Settings, click **Manage Shortcuts**.

4 Click **E-mail Shortcut Setup**.

5 Type a unique name for the recipient, and then enter the e-mail address.

**Note:** If you are entering multiple addresses, then separate each address with a comma (,).

6 Select the scan settings (Format, Content, Color, and Resolution).

7 Enter a shortcut number, and then click **Add**.

If you enter a number that is already in use, then you are prompted to select another number.

## Creating an e-mail shortcut using the touch screen

1 On the home screen, touch **E-mail**.

2 Type the recipient's e-mail address.

To create a group of recipients, touch **Next address**, and then type the next recipient's e-mail address.

3 Touch **Save as Shortcut**.

4 Type a unique name for the shortcut, and then touch **Enter**.

5 Verify that the shortcut name and number are correct, and then touch **OK**.

If the name or number is incorrect, then touch **Cancel**, and then reenter the information.

# E-mailing a document

## Sending an e-mail using the touch screen

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 On the home screen, touch **E-mail**.

4 Enter the e-mail address or shortcut number.

To enter additional recipients, touch **Next Address**, and then enter the address or shortcut number you want to add.

5 Touch **E-mail It**.

## Sending an e-mail using a shortcut number

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 Press , and then enter the shortcut number using the keypad.

   To enter additional recipients, press **Next address**, and then enter the address or shortcut number you want to add.

4 Touch **E-mail It**.

## Sending an e-mail using the address book

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 On the home screen, touch **E-mail**.

4 Touch **Search Address Book**.

5 Enter the name or part of the name you are searching for, and then touch **Search**.

6 Touch the name that you want to add to the To box.

   To enter additional recipients, press **Next address**, and then enter the address or shortcut number you want to add; or search the address book.

7 Touch **E-mail It**.

# Customizing e-mail settings

## Adding e-mail subject and message information

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **E-mail**.

4 Type an e-mail address.

5 Touch **Options**.

6 Touch **Subject**.

7 Type the e-mail subject.

8 Touch **Done**.

9 Touch **Message**.

10 Type an e-mail message.

11 Touch **Done**.

12 Touch **E-mail It**.

## Changing the output file type

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **E-mail**.
4. Type an e-mail address.
5. Touch **Options**.
6. Touch the button that represents the file type you want to send.
   - **PDF**—Creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at **www.adobe.com.**
   - **Secure PDF**—Creates an encrypted PDF file that protects the file contents from unauthorized access
   - **TIFF**—Creates multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
   - **JPEG**—Creates and attaches a separate file for each page of your original document, viewable by most Web browsers and graphics programs
   - **XPS**—Creates a single XML Paper Specification (XPS) file with multiple pages, viewable using an Internet Explorer-hosted viewer and the .NET Framework, or by downloading a third party standalone viewer
7. Touch **E-mail It**.

   **Note:** If you selected Encrypted PDF, then enter your password twice.

# E-mailing color documents

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, adjust the paper guides.
3. On the home screen, touch **E-mail**.
4. Type an e-mail address.
5. Touch **Options**.
6. Touch **Color**.
7. Touch **E-mail It**.

# Canceling an e-mail

- When using the ADF, touch **Cancel Job** while **`Scanning...`** appears.
- When using the scanner glass, touch **Cancel Job** while **`Scanning...`** appears or while **`Scan the Next Page`** / **`Finish the Job`** appears.

# Understanding e-mail options

## Original Size

This option opens a screen where you can choose the size of the documents you are going to e-mail.

- Touch a paper size button to select that size as the Original Size setting. The e-mail screen appears with your new setting displayed.
- When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed letter and legal paper sizes.

## Sides (Duplex)

This option informs the printer if the original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the e-mail.

## Orientation

This option tells the printer whether the original document is in portrait or landscape orientation and then changes the Sides and Binding settings to match the original document orientation.

## Binding

Tells the printer whether the original document is bound on the long-edge or short-edge side.

## E-mail Subject

This option lets you enter a subject line for your e-mail. You can enter up to 255 characters.

## E-mail File Name

This option lets you customize the attachment file name.

## E-mail Message

This option lets you enter a message that will be sent with your scanned attachment.

## Resolution

Adjusts the output quality of your e-mail. Increasing the image resolution increases the e-mail file size and the time needed to scan your original document. Image resolution can be decreased to reduce the e-mail file size.

## Send As

This option sets the output (PDF, TIFF, JPEG or XPS) for the scanned image.

- **PDF**—Creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at **www.adobe.com**.
- **Secure PDF**—Creates an encrypted PDF file that protects the file contents from unauthorized access
- **TIFF**—Creates multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
- **JPEG**—Creates and attaches a separate file for each page of your original document, viewable by most Web browsers and graphics programs
- **XPS**—Creates a single XPS file with multiple pages, viewable using an Internet Explorer-hosted viewer and the .NET Framework, or by downloading a third party standalone viewer

## Content

This option tells the printer the original document type. Choose from Text, Text/Photo, or Photo. Color can be turned on or off with any of the Content choices. Content affects the quality and size of your e-mail.

- **Text**—Emphasizes sharp, black, high-resolution text against a clean, white background
- **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures
- **Photograph**—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.
- **Color**—Sets the scan type and output for the e-mail. Color documents can be scanned and sent to an e-mail address.

## Advanced Options

Touching this button opens a screen where you change Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, and Darkness settings.

- **Advanced Imaging**—Adjusts Background Removal, Contrast, Scan Edge to Edge, Shadow Detail, and Mirror Image before you copy the document
- **Custom Job (Job Build)**—Combines multiple scanning jobs into a single job
- **Transmission Log**—Prints the transmission log or transmission error log
- **Scan Preview**—Displays the first page of the image before it is included in the e-mail. When the first page is scanned, the scanning is paused and a preview image appears.
- **Edge Erase**—Eliminates smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing on that portion of the scan.
- **Darkness**—Adjusts how light or dark your scanned e-mails will turn out

# Faxing

**Note:** Fax capabilities may not be available on all printer models.

| ADF | Scanner glass |
|---|---|
| | |
| Use the ADF for multiple-page documents. | Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). |

# Getting the printer ready to fax

**Note:** Fax capabilities may not be available on all printer models.

The following connection methods may not be applicable in all countries or regions.

**CAUTION—SHOCK HAZARD:** Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.

## Initial fax setup

Many countries and regions require outgoing faxes to contain the following information in a margin at the top or bottom of each transmitted page, or on the first page of the transmission: station name (identification of the business, other entity, or individual sending the message) and station number (telephone number of the sending fax machine, business, other entity, or individual).

To enter your fax setup information, use the printer control panel, or use your browser to access the Embedded Web Server and then enter the Settings menu.

**Note:** If you do not have a TCP/IP environment, then you must use the printer control panel to enter your fax setup information.

### Using the printer control panel for fax setup

When the printer is turned on for the first time or if the printer has been off for an extended time, a series of start-up screens appear. If the printer has fax capabilities, then the following screens appear:

Station Name
Station Number

1. When `Station Name` appears, enter the name to be printed on all outgoing faxes.
2. After entering the Station Name, touch **Submit**.

3 When `Station Number` appears, enter the printer fax number.

4 After entering the Station Number, touch **Submit**.

### Using the Embedded Web Server for fax setup

1 Type the printer IP address into the address field of your Web browser.

**Note:** If you do not know the IP address of the printer, then print a network setup page and locate the address in the TCP/IP section.

2 Click **Settings**.

3 Click **Fax Settings**.

4 Click **Analog Fax Setup**.

5 Click inside the Station Name box, and then enter the name to be printed on all outgoing faxes.

6 Click inside the Station Number box, and then enter the printer fax number.

7 Click **Submit**.

## Choosing a fax connection

You can connect the printer with equipment such as a telephone, an answering machine, or a computer modem. To determine the best way to set up the printer, see the following table.

**Notes:**

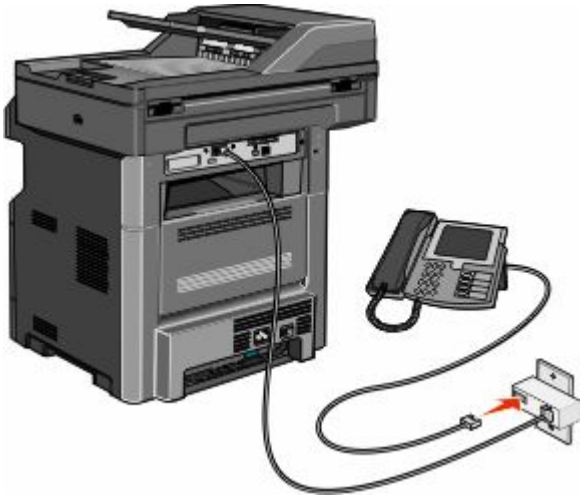
- The printer is an analog device that works best when directly connected to the wall outlet. Other devices (such as a telephone or answering machine) can be successfully attached to pass through the printer, as described in the setup steps.
- If you want a digital connection such as ISDN, DSL, or ADSL, a third-party device (such as a DSL filter) is required. Contact your DSL provider for a DSL filter. The DSL filter removes the digital signal on the telephone line that can interfere with the ability of the printer to fax properly.
- You *do not* need to attach the printer to a computer, but you *do* need to connect it to an analog telephone line to send and receive faxes.

| Equipment and service options | Fax connection setup |
|---|---|
| Connect directly to the telephone line | See “Connecting to an analog telephone line” on page 126 |
| Connect to a Digital Subscriber Line (DSL or ADSL) service | See “Connecting to a DSL service” on page 126. |
| Connect to a Private Branch eXchange (PBX) or Integrated Services Digital Network (ISDN) system | See “Connecting to a PBX or ISDN system” on page 127. |
| Use a Distinctive Ring service | See “Connecting to a distinctive ring service” on page 127. |
| Connect to a telephone line, telephone, and answering machine | See “Connecting the printer and a telephone or answering machine to the same telephone line” on page 128 |
| Connect through an adapter used in your area | See “Connecting to an adapter for your country or region” on page 130. |
| Connect to a computer with a modem | See “Connecting to a computer with a modem” on page 134. |

## Connecting to an analog telephone line

If your telecommunications equipment uses a US-style (RJ11) telephone line, then follow these steps to connect the equipment:

1. Connect one end of the telephone cable that came with the printer to the printer LINE port .
2. Connect the other end of the telephone cable to an active analog telephone wall jack.

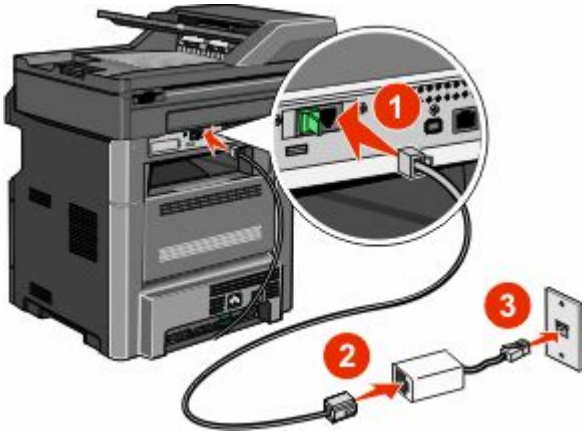


## Connecting to a DSL service

If you subscribe to a DSL service, then contact the DSL provider to obtain a DSL filter and telephone cord, and then follow these steps to connect the equipment:

1. Connect one end of the telephone cable that came with the printer to the printer LINE port .
2. Connect the other end of the telephone cable to the DSL filter.

   **Note:** Your DSL filter may look different than the one in the illustration.
3. Connect the DSL filter cable to an active telephone wall jack.



## Connecting to a PBX or ISDN system

If you use a PBX or ISDN converter or terminal adapter, then follow these steps to connect the equipment:

1. Connect one end of the telephone cable that came with the printer to the printer LINE port.
2. Connect the other end of the telephone cable to the port designated for fax and telephone use.

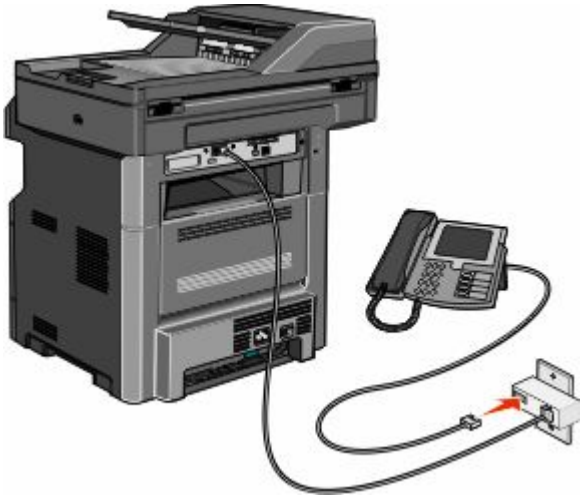
   **Notes:**

   - Make sure the terminal adapter is set to the correct switch type for your region.
   - Depending on the ISDN port assignment, you may have to connect to a specific port.
   - When using a PBX system, make sure the call waiting tone is off.
   - When using a PBX system, dial the outside line prefix before dialing the fax number.
   - For more information on using the fax with a PBX system, see the documentation that came with your PBX system.

## Connecting to a distinctive ring service

A distinctive ring service may be available from your telephone service provider. This service allows you to have multiple telephone numbers on one telephone line with each telephone number having a different ring pattern. This may be useful for distinguishing between fax and voice calls. If you subscribe to a distinctive ring service, follow these steps to connect the equipment:

1. Connect one end of the telephone cable that came with the printer to the printer LINE port.
2. Connect the other end of the telephone cable to an active analog telephone wall jack.



3. Change the Distinctive Rings setting to match the setting you want the printer to answer:

   **Note:** The factory default setting for distinctive rings is **On**. This allows the printer to answer single, double, and triple ring patterns.

   a. On the home screen, touch .
   b. Touch **Settings**.
   c. Touch **Fax Settings**.
   d. Touch **Analog Fax Settings**.
   e. Touch the down arrow until `Distinctive Ring Settings` appears

**f** Touch **Distinctive Ring Settings**.

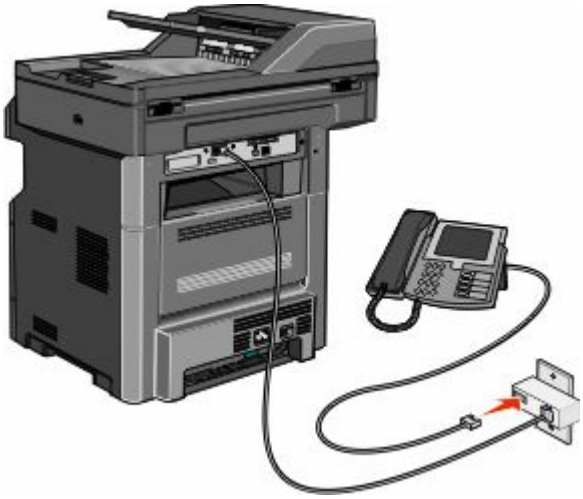
**g** Touch the arrow for the pattern setting you want to change.

**h** Touch **Submit**.

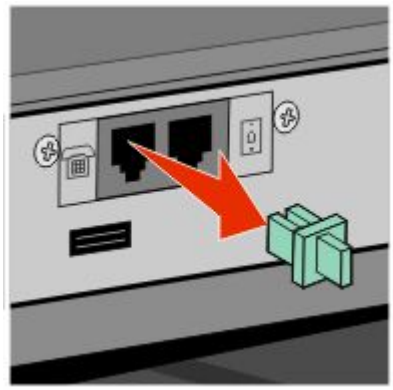
## Connecting the printer and a telephone or answering machine to the same telephone line

**1** Connect one end of the telephone cable that came with the printer to the printer LINE port .

**2** Connect the other end of the telephone cable to an active analog telephone wall jack .

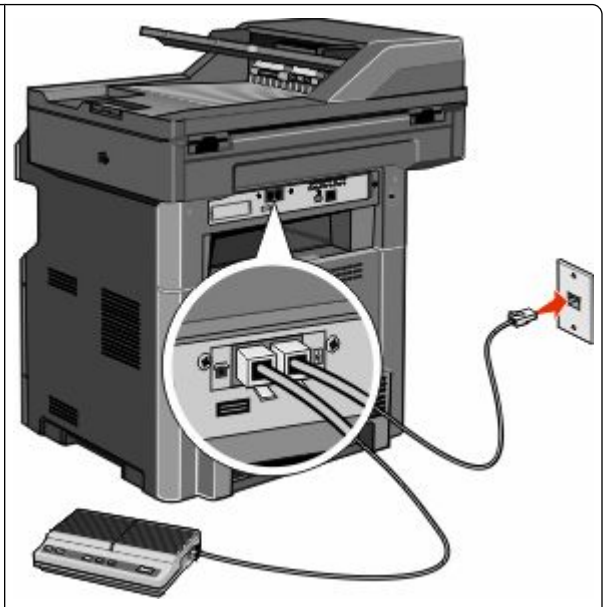
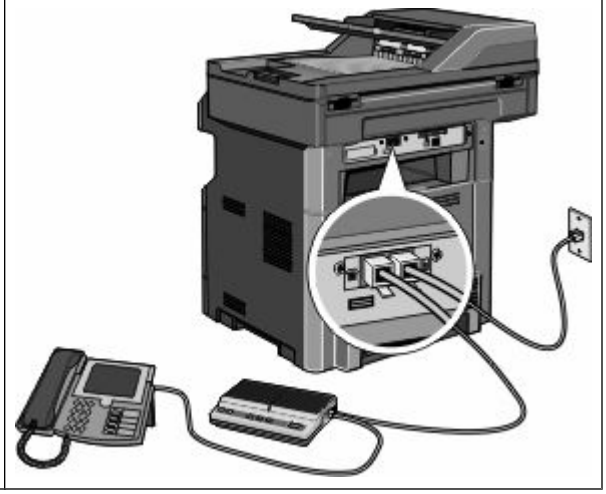


**3** Remove the plug from the printer EXT port .



**4** Connect your telecommunications equipment directly to the printer EXT port .

Use one of the following methods:

| | |
|---|---|
| Answering machine |  |
| Answering machine and telephone |  |

| | |
|---|---|
| Telephone or a telephone with an integrated answering machine | |

## Connecting to an adapter for your country or region

The following countries or regions may require a special adapter to connect the telephone cable to the active telephone wall jack:

**Country/region**

- Austria
- Cyprus
- Denmark
- Finland
- France
- Germany
- Ireland
- Italy
- New Zealand
- Netherlands
- Norway
- Portugal
- Sweden
- Switzerland
- United Kingdom

### Countries or regions except Austria, Germany, and Switzerland

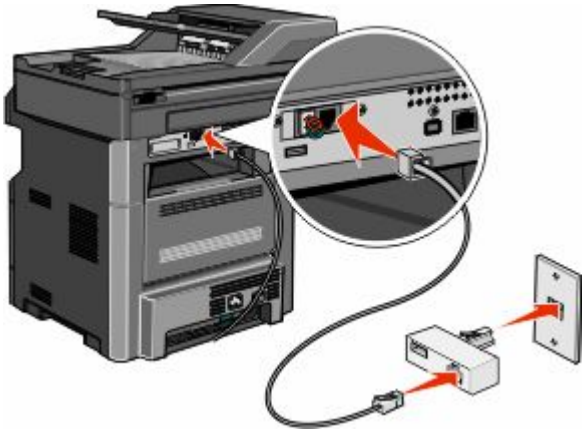
For some countries or regions, a telephone line adapter is included in the box. Use this adapter to connect an answering machine, telephone, or other telecommunications equipment to the printer.

1. Connect one end of the telephone cable that came with the printer to the printer LINE port.

   **Note:** There is a special RJ-11 plug installed in the printer EXT port. Do not remove this plug. It is necessary for the proper operation of the fax function and connected telephones.

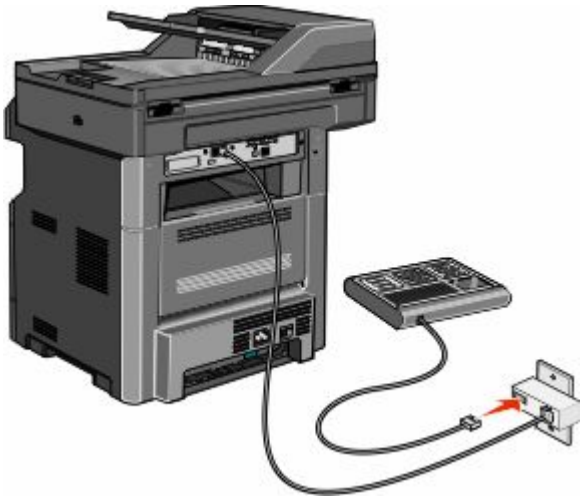
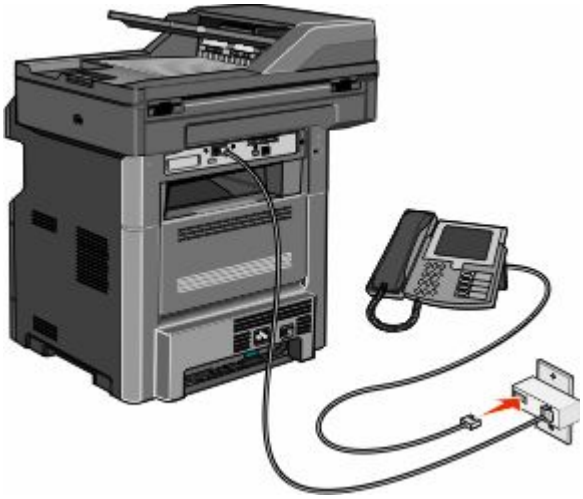
2. Connect the other end of the telephone cable to the adapter, and then connect the adapter to the active telephone wall jack.

   **Note:** Your telephone adapter may look different than the one shown. It will fit the wall jack used in your location.



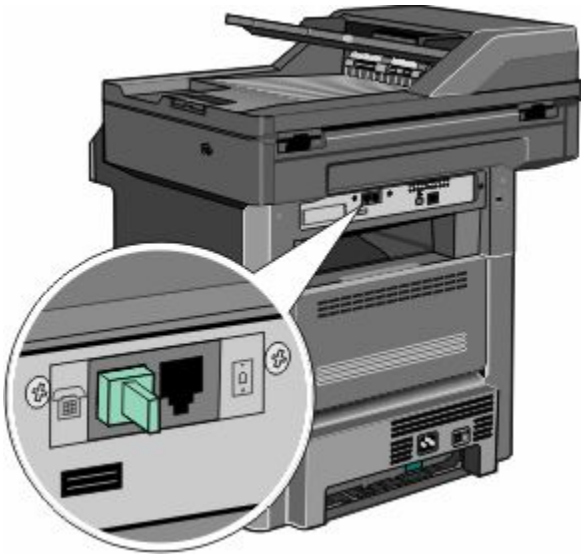
**3** Connect the answering machine or telephone to the adapter.

Use one of the following methods:

| | |
|---|---|
| Answering machine |  |
| Telephone |  |

## Austria, Germany, and Switzerland

There is a special RJ-11 plug installed in the printer EXT port ☎. Do not remove this plug. It is necessary for the proper operation of the fax function and connected telephones.



## Connecting to a telephone wall jack in Germany

**Note:** There is a special RJ-11 plug installed in the printer EXT port ☎. Do not remove this plug. It is necessary for the proper operation of the fax function and connected telephones.

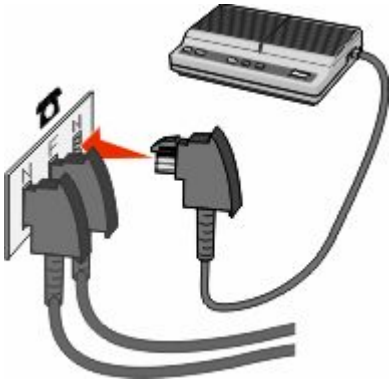
1. Connect one end of the telephone cable that came with the printer to the printer LINE port ⍞.
2. Connect the other end of the telephone cable to the adapter.

   **Note:** Your telephone adapter may look different than the one shown. It will fit the wall jack used in your location.

3 Connect the adapter into the N slot of an active analog telephone wall jack.

4 If you would like to use the same line for both fax and telephone communication, then connect a second telephone line (not provided) between the telephone and the F slot of an active analog telephone wall jack.

5 If you would like to use the same line for recording messages on your answering machine, then connect a second telephone cable (not provided) between the answering machine and the other N slot of the active analog telephone wall jack.

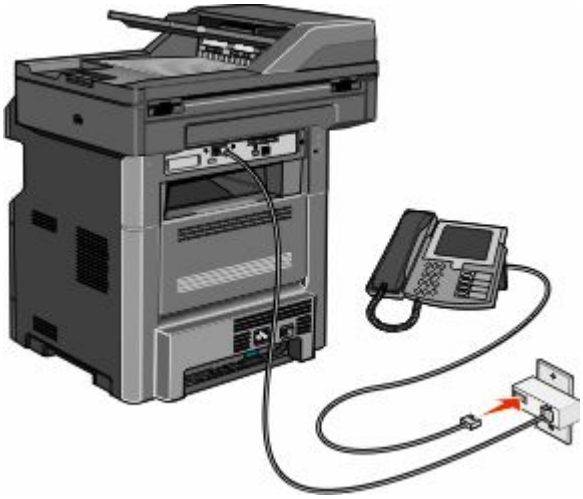


# Connecting to a computer with a modem

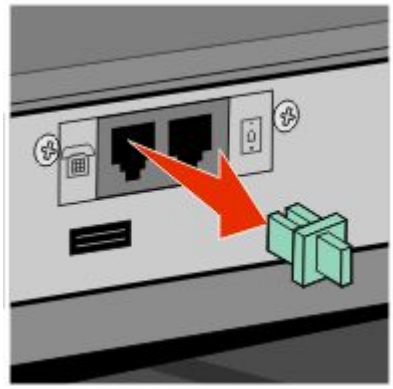
Connect the printer to a computer with a modem to send faxes from the software program.

**Note:** Setup steps may vary depending on your country or region.

1. Connect one end of the telephone cable that came with the printer to the printer LINE port.
2. Connect the other end of the telephone cable to an active analog telephone wall jack.

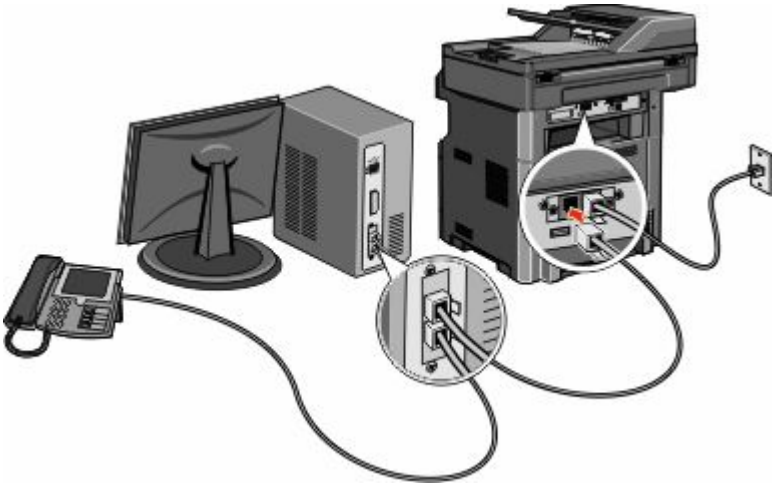


3. Remove the protective plug from the printer EXT port.



4. Connect your telephone to the computer telephone jack.

5 Connect an additional telephone cord (not provided) from the computer modem to the printer EXT port ☎.



## Enabling the fax function

The fax function must be enabled prior to use. If you disabled the fax function when setting up the printer for the first time or if the printer has been off for an extended time, then follow these steps:

**Note:** Before completing these instructions, make sure the fax cables are connected. For more information, see "Choosing a fax connection" on page 125.

1 Touch **Menus**.

2 Touch **Settings**.

3 Touch **General Settings**.

4 Touch the left or right arrow next to **`Run initial setup`** to select **`Yes`**.

5 Touch **Submit**.

**`Submitting changes`** appears.

6 Turn off the printer, connect the fax cables, and then turn the printer back on.

7 From the printer control panel, select your language.

8 Select your country or region, and then touch **Continue**.

9 Select your time zone, and then touch **Continue**.

10 Touch **Fax**, and then touch **Continue**.

11 Select any additional buttons you want to display on the home screen, and then touch **Continue**.

12 Enter the Fax Station Name, and then touch **Enter**.

13 Enter the Fax Station Number, and then touch **Continue**.

14 Touch **Enter**.

15 If prompted, set the date and time, and then touch **Continue**.

When the home screen appears, the fax function is enabled.

## Using the Embedded Web Server for fax setup

1. Type the printer IP address into the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, then print a network setup page and locate the address in the TCP/IP section.

2. Click **Settings**.
3. Click **Fax Settings**.
4. Click **Analog Fax Setup**.
5. Click inside the Station Name box, and then enter the name to be printed on all outgoing faxes.
6. Click inside the Station Number box, and then enter the printer fax number.
7. Click **Submit**.

## Setting the date and time

You can set the date and time so that they are printed on every fax you send. If there is a power failure, you may have to reset the date and time.

1. Type the printer IP address into the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, then print a network setup page and locate the address in the TCP/IP section.

2. Click **Settings**.
3. Click **Security**.
4. Click **Set Date and Time**.
5. Click inside the Set Date & Time box, and then enter the current date and time.
6. Click **Submit**.

## Turning daylight saving time on or off

The printer can be set to automatically adjust for daylight saving time for certain time zones:

1. Type the printer IP address into the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, then print a network setup page and locate the address in the TCP/IP section.

2. Click **Settings**.
3. Click **Security**.
4. Click **Set Date and Time**.
5. Select **Automatically Observe DST**.
6. Click **Submit**.

# Sending a fax

## Sending a fax using the printer control panel

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **Fax**.
4. Enter the fax number or a shortcut using the touch screen or keypad.

   To add recipients, touch **Next Number**, and then enter the recipient's telephone number or shortcut number, or search the address book.

   **Note:** To place a dial pause within a fax number, press . The dial pause appears as a comma in the "Fax to" box. Use this feature if you need to dial an outside line first.

5. Touch **Fax It**.

## Sending a fax using the computer

Faxing from a computer lets you send electronic documents without leaving your desk. This gives you the flexibility of faxing documents directly from software programs.

### For Windows users

**Notes:**

- In order to perform this function from your computer, you must use the PostScript printer driver for your printer.
- Verify that the fax option is installed in the printer driver.

1. With a file open, click **File** → **Print**.
2. Click **Properties**, **Preferences**, **Options**, or **Setup**.
3. Click the **Other Options** tab, and then click **Fax**.
4. On the Fax screen, type the name and number of the fax recipient.
5. Click **OK**, and then click **OK** again.
6. Click **OK**.

### For Mac OS X version 10.2 and 10.3 users

1. With a document open, choose **File** > **Print**.
2. From the print options pop-up menu, choose **Job Routing**.
3. Select **Fax**, and then enter the recipient name, number, and other information as needed.
4. Click **Print**.

### For Mac OS X version 10.4 or later users

1. With a document open, choose **File** > **Print**.
2. From the PDF pop-up menu, choose **Fax PDF**.
3. Type the fax number in the To field, and enter other information as needed.
4. Click **Fax**.

   If you receive an error, "No fax modems were found", follow these directions to add your printer as a fax:

   a. From the Printer pop-up menu, choose **Add Printer**.
   b. Select the printer from the dialog that appears.
   c. From the Print Using pop-up menu, choose **Select a driver to use**.
   d. From the list, choose your printer fax model, and then click **Add**.

# Creating shortcuts

## Creating a fax destination shortcut using the Embedded Web Server

Instead of entering the entire phone number of a fax recipient on the printer control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number. A shortcut can be created to a single fax number or a group of fax numbers.

1. Type the printer IP address into the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.
2. Click **Settings**.
3. Click **Manage Shortcuts**.

   **Note:** A password may be required. If you do not have an ID and password, get one from your system support person.
4. Click **Fax Shortcut Setup**.
5. Type a unique name for the shortcut, and then enter the fax number.

   To create a multiple-number shortcut, enter the fax numbers for the group.

   **Note:** Separate each fax number in the group with a semicolon (;).
6. Assign a shortcut number.

   If you enter a number that is already in use, then you are prompted to select another number.
7. Click **Add**.

## Creating a fax destination shortcut using the touch screen

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **Fax**.
4. Enter the fax number.

   To create a group of fax numbers, touch **Next number**, and then enter the next fax number.

5. Touch **Save as Shortcut**.
6. Enter a name for the shortcut.
7. Touch **OK**.
8. Touch **Fax It** to send the fax, or touch to return to the home screen.

## Changing the fax destination shortcut using the Embedded Web Server

1. Type the printer IP address into the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Settings**.
3. Click **Manage Shortcuts**.

   **Note:** A password may be required. If you do not have an ID and password, get one from your system support person.

4. Click **Fax Shortcut Setup**.
5. Select the list entry, and then update it using the text box.
6. Click **Modify**.

# Using shortcuts and the address book

## Using fax shortcuts

Fax shortcuts are just like the speed dial numbers on a telephone or fax machine. You can assign shortcut numbers when creating permanent fax destinations. Permanent fax destinations or speed dial numbers are created in the Manage Shortcuts link located under Settings on the Embedded Web Server. A shortcut number (1–99999) can contain a single recipient or multiple recipients. By creating a group fax shortcut with a shortcut number, you can quickly and easily fax broadcast information to an entire group.

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not place postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. Press , and then enter the shortcut number using the keypad.

## Using the address book

**Note:** The address book feature is enabled if it contains at least one entry.

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **Fax**.
4. Touch **Search Address Book**.
5. Using the virtual keyboard, type the name or part of the name of the person whose fax number you want to find.

   **Note:** Do not attempt to search for multiple names at the same time.

6. Touch **Search**.
7. Touch the name to add it to the “Fax to” list.
8. Repeat steps 4 through 7 to enter additional addresses.
9. Touch **Fax It**.

# Customizing fax settings

## Changing the fax resolution

Adjusting the resolution setting changes the quality of the fax. Settings range from Standard (fastest speed) to Ultra Fine (slowest speed, best quality).

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **Fax**.
4. Use the keypad to enter the fax number.
5. Touch **Options**.
6. From the Resolution area, touch the left or right arrow to adjust the resolution to your preference.
7. Touch **Fax It**.

## Making a fax lighter or darker

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **Fax**.
4. Use the keypad to enter the fax number.
5. Touch **Options**.
6. From the Darkness area, touch the left or right arrow to adjust the darkness of the fax.
7. Touch **Fax It**.

## Sending a fax at a scheduled time

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **Fax**.
4. Enter the fax number using the numbers on the touch screen or keypad.
5. Touch **Options**.
6. Touch **Advanced Options**.

7 Touch **Delayed Send**.

**Note:** If Fax Mode is set to Fax Server, the Delayed Send button will not appear. Faxes waiting for transmission are listed in the Fax Queue.

8 Touch the left or right arrow to adjust the time the fax will be transmitted.

The time is increased or decreased in increments of 30 minutes. If the current time is shown, the left arrow is unavailable.

9 Touch **Done**.

10 Touch **Fax it**.

**Note:** The document is scanned and then faxed at the scheduled time.

## Printing an incoming fax on both sides of the paper (duplexing)

In order to save paper, you can print all incoming faxes on both sides of the paper.

1 On the home screen, touch **Menus**.

2 Touch **Settings**, and then touch **Fax Settings**.

3 Touch **Analog Fax Setup**.

4 Touch **Fax Receive Setting**.

5 Touch the down arrow until **Sides (Duplex)** appears.

6 Touch the up or down arrow until **`Yes`** appears.

7 Touch **Submit**.

## Viewing a fax log

1 Type the printer IP address into the address field of your Web browser.

**Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2 Click **Reports**.

3 Click **Fax Job Log** or **Fax Call Log**.

## Blocking junk faxes

1 Type the printer IP address into the address field of your Web browser.

**Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2 Click **Settings**.

3 Click **Fax Settings**.

4 Click **Analog Fax Setup**.

5 Click the **Block No Name Fax** option.

This option blocks all incoming faxes that have a private caller ID or no fax station name.

6 In the Banned Fax List field, enter the phone numbers or fax station names of specific fax callers you want to block.

# Canceling an outgoing fax

## Canceling a fax while the original documents are still scanning

- When using the ADF, touch **Cancel Job** while **`Scanning...`** appears.
- When using the scanner glass, touch **Cancel Job** while **`Scanning...`** appears or while **`Scan the Next Page`** / **`Finish the Job`** appears.

## Canceling a fax after the original documents have been scanned to memory

1 On the home screen, touch **Cancel Jobs**.

The Cancel Jobs screen appears.

2 Touch the job or jobs you want to cancel.

Only three jobs appear on the screen; touch the down arrow until the job you want appears, and then touch the job you want to cancel.

3 Touch **Delete Selected Jobs**.

The Deleting Selected Jobs screen appears, the selected jobs are deleted, and then the home screen appears.

# Understanding fax options

## Original Size

This option opens a screen where you can choose the size of the documents you are going to fax.

- Touch a paper size button to select that size as the Original Size setting. The fax screen appears with your new setting displayed.
- When Original Size is set to Mixed Letter/Legal, you can scan an original document that contains mixed paper sizes.
- When “Original Size” is set to Auto Size Sense, the scanner automatically determines the size of the original document.

## Content

This option tells the printer the original document type. Choose from Text, Text/Photo, or Photograph. Color can be turned on or off with any of the Content choices. Content affects the quality and size of your scan.

- **Text**—Emphasizes sharp, black, high-resolution text against a clean, white background
- **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures
- **Photograph**—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.
- **Color**—Sets the scan type and output for the fax. Color documents can be scanned and sent to a fax destination.

## Sides (Duplex)

This option informs the printer if the original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the fax.

## Resolution

This options increases how closely the scanner examines the document you want to fax. If you are faxing a photo, a drawing with fine lines, or a document with very small text, increase the Resolution setting. This will increase the amount of time required for the scan and will increase the quality of the fax output.

- **Standard**—Suitable for most documents
- **Fine**—Recommended for documents with small print
- **Super fine**—Recommended for original documents with fine detail
- **Ultra fine**—Recommended for documents with pictures or photos

## Darkness

This option adjusts how light or dark your faxes will turn out in relation to the original document.

## Advanced Options

Touching this button opens a screen where you can change Delayed Send, Advanced Imaging, Custom Job, Transmission Log, Scan Preview, Edge Erase, and Advanced Duplex settings.

- **Delayed Send**—Lets you send a fax at a later time or date. After setting up your fax, touch **Delayed Send**, enter the time and date you would like to send your fax, and then touch **Done**. This setting can be especially useful in sending information to fax lines that are not readily available during certain hours, or when transmission times are cheaper.

  **Note:** If the printer is turned off when the delayed fax is scheduled to be sent, the fax is sent the next time the printer is turned on.
- **Advanced Imaging**—Adjusts Background Removal, Color Dropout, Contrast, Mirror Image, Negative Image, Shadow Details, Scan Edge to Edge and Sharpness before you fax the document
- **Custom Job**—Combines multiple scanning jobs into a single job
- **Transmission Log**—Prints the transmission log or transmission error log

- **Scan Preview**—Displays the image before it is included in the fax. When the first page is scanned, the scanning is paused, and a preview image appears.
- **Edge Erase**—Eliminates smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing on that portion of the scan.

# Improving fax quality

| Question | Tip |
|---|---|
| When should I use Text mode? | • Use Text mode when text preservation is the main goal of the fax, and preserving images copied from the original document is not a concern.<br>• Text mode is recommended for faxing receipts, carbon copy forms, and documents that contain only text or fine line art. |
| When should I use Text/Photo mode? | • Use Text/Photo mode when faxing an original document that contains a mixture of text and graphics.<br>• Text/Photo mode is recommended for magazine articles, business graphics, and brochures. |
| When should I use Photo mode? | Use Photo mode when faxing photos printed on a laser printer or taken from a magazine or newspaper. |

# Holding and forwarding faxes

## Holding faxes

This option lets you hold received faxes from printing until they are released. Held faxes can be released manually or at a scheduled day or time.

1. Type the printer IP address into the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Settings**.
3. Click **Fax Settings**.
4. Click **Analog Fax Setup**.
5. Click **Holding Faxes**.
6. Enter a password in the Print Faxes Password box.

   **Note:** This may not be applicable in some cases.

7. From the Held Fax Mode menu, select one of the following:
   - **Off**
   - **Always On**
   - **Manual**
   - **Scheduled**

8 If you selected Scheduled, then continue with the following steps. Otherwise, click **Submit**.

   a Click **Fax Holding Schedule**.

   b From the Action menu, select **Hold faxes**.

   c From the Time menu, select the time you want the held faxes released.

   d From the Day(s) menu, select the day you want the held faxes released.

   e Click **Add**.

## Forwarding a fax

1 Type the printer IP address into the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2 Click **Settings**.

3 Click **Fax Settings**.

4 Click **Analog Fax Setup**.

5 From the Fax Forwarding menu under Fax Receive settings, select one of the following:

   - **Print**
   - **Print and Forward**
   - **Forward**

6 From the "Forward to" menu, select one of the following:

7 Click inside the Forward to Shortcut box, and then enter the shortcut number where you want the fax forwarded.

   **Note:** The shortcut number must be a valid shortcut number for the setting that was selected in the "Forward to" menu.

8 Click **Submit**.

# Scanning to an FTP address

| ADF | Scanner glass |
|---|---|
| | |
| Use the ADF for multiple-page documents. | Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). |

The scanner lets you scan documents directly to a *File Transfer Protocol (FTP)* server. Only one FTP address may be sent to the server at a time.

Once an FTP destination has been configured by your system support person, the name of the destination becomes available as a shortcut number, or it is listed as a profile under the Held Jobs icon. An FTP destination could also be another PostScript printer; for example, a color document can be scanned and then sent to a color printer. Sending a document to an FTP server is similar to sending a fax. The difference is that you are sending the information over your network instead of over the phone line.

# Scanning to an FTP address

## Scanning to an FTP address using the keypad

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.
3. On the home screen, touch **FTP**.
4. Type the FTP address.
5. Touch **Send It**.

## Scanning to an FTP address using a shortcut number

1. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2. If you are loading a document into the ADF, then adjust the paper guides.

3 Press **#**, and then enter the FTP shortcut number.

4 Touch **Send It**.

## Scanning to an FTP address using the address book

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, adjust the paper guides.

3 On the home screen, touch **FTP**.

4 Touch **Search Address Book**.

5 Type the name or part of the name you are searching for, and then touch **Search**.

6 Touch the name that you want to add to the To: field.

7 Touch **Send It**.

# Creating shortcuts

Instead of typing the entire FTP site address using the keypad each time you want to send a document to an FTP server, you can create a permanent FTP destination and assign a shortcut number. There are two methods for creating shortcut numbers: using a computer or using the printer touch screen.

## Creating an FTP shortcut using the Embedded Web Server

1 Type the printer IP address into the address field of your Web browser.

**Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2 Click **Settings**.

3 Under Other Settings, click **Manage Shortcuts**.

**Note:** A password may be required. If you do not have an ID and password, get one from your system support person.

4 Click **FTP Shortcut Setup**.

5 Enter the appropriate information into the boxes.

6 Enter a shortcut number.

7 Click **Add**.

## Creating an FTP shortcut using the touch screen

1 On the home screen, touch **FTP**.

2 Type the address of the FTP site.

3 Touch **Save as Shortcut**.

4 Enter a name for the shortcut.

5 Touch **Enter**.

6 Verify that the shortcut name and number are correct, and then touch **OK**. If the name or number is incorrect, then touch **Cancel**, and reenter the information.

If you enter a number that is already in use, then you are prompted to select another number.

7 Touch **Send It** to start the scan, or touch to return to the home screen.

# Understanding FTP options

## Original Size

This option opens a screen where you can choose the size of the documents you are going to copy.

- Touch a paper size button to select that size as the Original Size setting. The FTP screen appears with your new setting displayed.
- When "Original Size" is set to Mixed Letter/Legal, you can scan an original document that contains mixed paper sizes.
- When "Original Size" is set to Auto Size Sense, the scanner automatically determines the size of the original document.

## Sides (Duplex)

This option informs the printer if the original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the document.

## Orientation

This option tells the printer whether the original document is in portrait or landscape orientation and then changes the Sides and Binding settings to match the original document orientation.

## Binding

Tells the printer whether the original document is bound on the long-edge or short-edge side.

## Resolution

This option adjusts the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Image resolution can be decreased to reduce the file size.

## Send As

This option sets the output (PDF, TIFF, JPEG, or XPS) for the scanned image.

- **PDF**—Creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at **www.adobe.com**.
- **Secure PDF**—Creates an encrypted PDF file that protects the file contents from unauthorized access
- **TIFF**—Creates multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
- **JPEG**—Creates and attaches a separate file for each page of your original document, viewable by most Web browsers and graphics programs
- **XPS**—Creates a single XPS file with multiple pages, viewable using an Internet Explorer-hosted viewer and the .NET Framework, or by downloading a third party standalone viewer

## Content

This option tells the printer the original document type. Choose from Text, Text/Photo, or Photo. Color can be turned on or off with any of the Content choices. Content affects the quality and size of your FTP file.

- **Text**—Emphasize sharp, black, high-resolution text against a clean, white background
- **Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures
- **Photograph**—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.
- **Color**—Sets the scan type and output for the FTP file. Color documents can be scanned and sent to an FTP site, computer, e-mail address, or the printer.

## Advanced Options

Touching this button opens a screen where you can change the following settings:

- **Advanced Imaging**—Adjusts Background Removal, Contrast, Shadow Detail, and Mirror Image before you scan the document
- **Custom Job (Job Build)**—Combines multiple scanning jobs into a single job
- **Transmission Log**—Prints the transmission log or transmission error log
- **Scan Preview**—Displays the first page of an image before it is included in the FTP file. When the first page is scanned, the scanning is paused and a preview image appears.
- **Edge Erase**—Eliminates smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing on that portion of the scan.
- **Darkness**—Adjusts how light or dark your scanned documents will turn out

# Improving FTP quality

| Question | Tip |
|---|---|
| When should I use Text mode? | • Use Text mode when text preservation is the main goal of sending a document to an FTP site, and preserving images copied from the original document is not a concern.<br>• Text mode is recommended for receipts, carbon copy forms, and documents that only contain text or fine line art. |
| When should I use Text/Photo mode? | • Use Text/Photo mode when sending a document to an FTP site that contains a mixture of text and graphics.<br>• Text/Photo mode is recommended for magazine articles, business graphics, and brochures. |
| When should I use Photo mode? | Use Photo mode when the original document is composed mostly of photos printed on a laser printer or taken from a magazine or newspaper. |

# Scanning to a computer or flash drive

| ADF | Scanner glass |
|---|---|
| | |
| Use the ADF for multiple-page documents. | Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings). |

The scanner lets you scan documents directly to a computer or a flash drive. The computer does not have to be directly connected to the printer for you to receive Scan to PC images. You can scan the document back to the computer over the network by creating a scan profile on the computer and then downloading the profile to the printer.

## Scanning to a computer

1. Type the printer IP address into the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Scan Profile**.
3. Click **Create Scan Profile**.

   **Note:** Your computer must have java program installed to be able to create a scan profile.

4. Select your scan settings, and then click **Next**.
5. Select a location on your computer where you want to save the scanned output file.
6. Enter a scan name.

   The scan name is the name that appears in the Scan Profile list on the display.

7. Click **Submit**.
8. Review the instructions on the Scan Profile screen.

   A shortcut number was automatically assigned when you clicked Submit. You can use this shortcut number when you are ready to scan your documents.

9. Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

   **Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

10. If you are loading a document into the ADF, then adjust the paper guides.

11 Press , and then enter the shortcut number using the keypad, or touch **Held Jobs** on the home screen, and then touch **Profiles**.

12 After you enter the shortcut number, the scanner scans and sends the document to the directory or program you specified. If you touched **Profiles** on the home screen, then locate your shortcut on the list.

13 Touch **Finish the Job**.

14 Return to the computer to view the file.

The output file is saved in the location you specified or launched in the program you specified.

# Scanning to a flash drive

1 Load an original document faceup, short edge first into the ADF or facedown on the scanner glass.

**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 Insert the flash drive into the USB port on the front of the printer.

4 Touch **Scan to USB drive**.

5 Select the size and file that you want to scan.

6 Touch **Scan It**.

# Understanding scan profile options

## Quick Setup

This option lets you select preset formats or customize the scan job settings. You can select one of these settings:

| | |
|---|---|
| Custom | Photo - Color JPEG |
| Text - BW PDF | Photo - Color TIFF |
| Text - BW TIFF | Text/Photo - BW PDF<br>Text/Photo - Color PDF |

To customize the scan job settings, from the Quick Setup menu, select **Custom**. Then change the scan settings as needed.

## Format Type

This option sets the output (PDF, JPEG, TIFF, SECURE PDF, or XPS) for the scanned image.

- **PDF**—Creates a single file with multiple pages, viewable with Adobe Reader. Adobe Reader is provided free by Adobe at **www.adobe.com**.
- **JPEG**—Creates and attaches a separate file for each page of your original document, viewable by most Web browsers and graphics programs

- **TIFF**—Creates multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
- **Secure PDF**—Creates an encrypted PDF file that protects the file contents from unauthorized access
- **XPS**—Creates a single XPS file with multiple pages, viewable using an Internet Explorer-hosted viewer and the .NET Framework, or by downloading a third party standalone viewer

## Compression

This option sets the format (Zlib, JPEG or None) used to compress the scanned output file.

## Default Content

This option tells the printer the original document type. Choose from Text, Text/Photo, or Photo. Default Content affects the quality and size of your scanned file.

**Text**—Emphasizes sharp, black, high-resolution text against a clean, white background

**Text/Photo**—Used when the original documents are a mixture of text and graphics or pictures

**Photo**—Tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.

## Color

This option tells the printer the color of the original documents. You can select Gray, BW (Black and White), or Color.

## Original Size

This option sets the size of the documents you are going to scan. When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

## Orientation

This option tells the printer whether the original document is in portrait or landscape orientation and then changes the Sides and Binding settings to match the original document orientation.

## Sides (Duplex)

This option informs the printer if your original document is simplex (printed on one side) or duplex (printed on both sides). This lets the scanner know what needs to be scanned for inclusion in the document.

## JPEG Quality

This option adjusts the degree of compression for scanned JPEG documents in relation to the original document.

## Darkness

This option adjusts how light or dark your scanned documents will turn out in relation to the original document.

## Resolution

This option adjusts the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Image resolution can be decreased to reduce the file size.

## Advanced Imaging

- **Background Removal**—Adjusts the white portion of the output.
- **Contrast**—Adjusts output contrast.
- **Shadow Detail**—Adjusts the visible detail in the shadows.
- **Sharpness**—Adjusts output sharpness.
- **Color Dropout**—Eliminates a color from a form, improving Optical Character Recognition capabilities.
- **Scan edge to edge**—Scans edge to edge.
- **Mirror Image**—Creates a mirror image scan.
- **Negative Image**—Creates a negative image scan.
- **JPEG Quality**—Selects a JPEG quality.

# Improving scan quality

| Question | Tip |
|---|---|
| When should I use Text mode? | • Use Text mode when text preservation is the main goal of the scan, and preserving images copied from the original document is not a concern.<br>• Text mode is recommended for receipts, carbon copy forms, and documents that only contain text or fine line art. |
| When should I use Text/Photo mode? | • Use Text/Photo mode when scanning an original document that contains a mixture of text and graphics.<br>• Text/Photo mode is recommended for magazine articles, business graphics, and brochures. |
| When should I use Photo mode? | Use Photo mode when scanning photos printed on a laser printer or taken from a magazine or newspaper. |

# Understanding printer menus

## Menus list

A number of menus are available to make it easy for you to change printer settings. To access the menus, touch on the home screen.

**Paper Menu**

Default Source
Paper Size/Type
Configure MP
Substitute Size
Paper Texture
Paper Weight
Paper Loading
Custom Types
Custom Names
Custom Scan Sizes
Custom Bin Names
Universal Setup

**Reports**

Menu Settings Page
Device Statistics
Network Setup Page
Network <x> Setup Page
Shortcut List
Fax Job Log
Fax Call Log
Copy Shortcuts
E-mail Shortcuts
Fax Shortcuts
FTP Shortcuts
Profiles List
NetWare Setup Page
Print Fonts
Print Directory[1]
Asset Report

**Network/Ports**

Active NIC
Standard Network[2]
Standard USB Menu[3]
Parallel Menu
SMTP Setup

[1] Only appears if there is an installed or mounted flash device.

[2] Depending on the printer setup, this menu item appears as Standard Network or Network <x>.

[3] This menu only appears if a standard USB port is supported.

**Security**

Miscellaneous Security Settings
Confidential Print
Security Audit Log
Set Date/Time

**Settings**

General Settings
Copy Settings
Fax Settings
E-mail Settings
FTP Settings
Flash Drive Menu
Print Settings

**Help**

Print All
Print Quality
Media Guide
Print Defects
Menu Map
Information Guide
Connection Guide
Moving Guide

# Paper menu

## Default Source menu

| Menu item | Description |
|---|---|
| **Default Source**<br>Tray <x><br>MP Feeder<br>Envelope Feeder<br>Manual Paper<br>Manual Env | Sets a default paper source for all print jobs<br>**Notes:**<br>• Tray 1 (standard tray) is the factory default setting.<br>• Only an installed paper source will appear as a menu setting.<br>• A paper source selected by a print job will override the Default Source setting for the duration of the print job.<br>• If the same size and type of paper are in two trays and the Paper Size and Paper Type settings match, then the trays are automatically linked. When one tray is empty, the job prints using the linked tray.<br>• From the Paper menu, Configure MP must be set to Cassette in order for MP Feeder to appear as a menu setting. |

## Paper Size/Type menu

## Configure MP menu

| Menu item | Description |
|---|---|
| **Configure MP**<br>Cassette<br>Manual | Determines when the printer selects paper from the multipurpose feeder<br>**Notes:**<br>• Cassette is the factory default setting.<br>• The Cassette setting configures the multipurpose feeder as an automatic paper source.<br>• When Manual is selected, the multipurpose feeder can be used only for manual feed print jobs. |

## Substitute Size menu

| Menu item | Description |
|---|---|
| **Substitute Size**<br>Off<br>Statement/A5<br>Letter/A4<br>All Listed | Substitutes a specified paper size if the requested paper size is not available<br>**Notes:**<br>• All Listed is the factory default setting. All available substitutions are allowed.<br>• The Off setting indicates no size substitutions are allowed.<br>• Setting a substitution lets the job print without a Change Paper message appearing. |

# Paper Texture menu

| Menu item | Description |
|---|---|
| **Plain Texture**<br>Smooth<br>Normal<br>Rough | Specifies the relative texture of the paper loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Card Stock Texture**<br>Smooth<br>Normal<br>Rough | Specifies the relative texture of the card stock loaded in a specific tray<br>**Notes:**<br>• Normal is the factory default setting.<br>• Settings appear only if card stock is supported. |
| **Transparency Texture**<br>Smooth<br>Normal<br>Rough | Specifies the relative texture of the transparencies loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Recycled Texture**<br>Smooth<br>Normal<br>Rough | Specifies the relative texture of the recycled paper loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Labels Texture**<br>Smooth<br>Normal<br>Rough | Specifies the relative texture of the labels loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Bond Texture**<br>Smooth<br>Normal<br>Rough | Specifies the relative texture of the paper loaded in a specific tray<br>**Note:** Rough is the factory default setting. |
| **Envelope Texture**<br>Smooth<br>Normal<br>Rough | Specifies the relative texture of the envelopes loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Rough Envelope Texture**<br>Smooth<br>Normal<br>Rough | Specifies the relative texture of the rough envelopes loaded in a specific tray<br>**Note:** Rough is the factory default setting. |
| **Letterhead Texture**<br>Smooth<br>Normal<br>Rough | Specifies the relative texture of the paper loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Preprinted Texture**<br>Smooth<br>Normal<br>Rough | Specifies the relative texture of the paper loaded in a specific tray<br>**Note:** Normal is the factory default setting. |

| Menu item | Description |
|---|---|
| **Colored Texture**<br>Smooth<br>Normal<br>Rough | Specifies the relative texture of the paper loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Light Texture**<br>Smooth<br>Normal<br>Rough | Specifies the relative texture of the paper loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Heavy Texture**<br>Smooth<br>Normal<br>Rough | Specifies the relative texture of the paper loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Rough Texture**<br>Smooth<br>Normal<br>Rough | Specifies the relative texture of the paper loaded in a specific tray<br>**Note:** Rough is the factory default setting. |
| **Custom <x> Texture**<br>Smooth<br>Normal<br>Rough | Specifies the relative texture of the custom paper loaded in a specific tray<br>**Note:** Normal is the factory default setting. |

# Paper Weight menu

| Menu item | Description |
|---|---|
| **Plain Weight**<br>Light<br>Normal<br>Heavy | Specifies the relative weight of the paper loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Card Stock Weight**<br>Light<br>Normal<br>Heavy | Specifies the relative weight of the card stock loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Transparency Weight**<br>Light<br>Normal<br>Heavy | Specifies the relative weight of the paper loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Recycled Weight**<br>Light<br>Normal<br>Heavy | Specifies the relative weight of the recycled paper loaded in a specific tray<br>**Note:** Normal is the factory default setting. |

| Menu item | Description |
|---|---|
| **Labels Weight**<br>Light<br>Normal<br>Heavy | Specifies the relative weight of the labels loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Bond Weight**<br>Light<br>Normal<br>Heavy | Specifies the relative weight of the paper loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Envelope Weight**<br>Light<br>Normal<br>Heavy | Specifies the relative weight of the envelopes loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Rough Envelope Weight**<br>Light<br>Normal<br>Heavy | Specifies the relative weight of the rough envelopes loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Letterhead Weight**<br>Light<br>Normal<br>Heavy | Specifies the relative weight of the paper loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Preprinted Weight**<br>Light<br>Normal<br>Heavy | Specifies the relative weight of the paper loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Colored Weight**<br>Light<br>Normal<br>Heavy | Specifies the relative weight of the paper loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Light Weight**<br>Light | Specifies the relative weight of the paper loaded in a specific tray |
| **Heavy Weight**<br>Heavy | Specifies the relative weight of the paper loaded in a specific tray |
| **Rough/Cotton Weight**<br>Light<br>Normal<br>Heavy | Specifies the relative weight of the paper loaded in a specific tray<br>**Note:** Normal is the factory default setting. |
| **Custom <x>**<br>Light<br>Normal<br>Heavy | Specifies the relative weight of the custom paper type loaded in a specific tray<br>**Notes:**<br>• Normal is the factory default setting.<br>• Settings appear only if the custom type is supported. |

# Paper Loading menu

| Menu item | Description |
|---|---|
| **Recycled Loading**<br>Duplex<br>Off | Determines whether 2-sided printing occurs for all jobs that specify Recycled as the paper type<br>**Note:** Off is the factory default setting. |
| **Labels Loading**<br>Duplex<br>Off | Determines whether 2-sided printing occurs for all jobs that specify Labels as the paper type<br>**Note:** Off is the factory default setting. |
| **Bond Loading**<br>Duplex<br>Off | Determines whether 2-sided printing occurs for all jobs that specify Bond as the paper type<br>**Note:** Off is the factory default setting. |
| **Letterhead Loading**<br>Duplex<br>Off | Determines whether 2-sided printing occurs for all jobs that specify Letterhead as the paper type<br>**Note:** Off is the factory default setting. |
| **Preprinted Loading**<br>Duplex<br>Off | Determines whether 2-sided printing occurs for all jobs that specify Preprinted as the paper type<br>**Note:** Off is the factory default setting. |
| **Colored Loading**<br>Duplex<br>Off | Determines whether 2-sided printing occurs for all jobs that specify Colored as the paper type<br>**Note:** Off is the factory default setting. |
| **Light Loading**<br>Duplex<br>Off | Determines whether 2-sided printing occurs for all jobs that specify Light as the paper type<br>**Note:** Off is the factory default setting. |
| **Heavy Loading**<br>Duplex<br>Off | Determines whether 2-sided printing occurs for all jobs that specify Heavy as the paper type<br>**Note:** Off is the factory default setting. |
| **Custom <x> Loading**<br>Duplex<br>Off | Determines whether 2-sided printing occurs for all jobs that specify Custom <x> as the paper type<br>**Notes:**<br>• Off is the factory default setting.<br>• Custom <x> Loading is available only if the custom type is supported. |

**Notes:**

- Duplex sets the printer default to 2-sided printing for every print job unless 1-sided printing is selected from Print Properties in Windows or the Print dialog in Macintosh.
- If Duplex is selected, all print jobs are sent through the duplex unit, including 1-sided jobs.

## Custom Types menu

| Menu item | Description |
|---|---|
| **Custom Type <x>**<br>Paper<br>Card Stock<br>Transparency<br>Labels<br>Envelope<br>Rough/Cotton | Associates a paper or specialty media type with a factory default **Custom Type <x>** name or a user-defined Custom Name created from the Embedded Web Server or MarkVision™ Professional. This user-defined name displays instead of **Custom Type <x>**.<br>**Notes:**<br>• Paper is the factory default setting for the Custom Type.<br>• The custom media type must be supported by the selected tray or feeder in order for you to print from that source. |
| **Recycled**<br>Paper<br>Card Stock<br>Transparency<br>Labels<br>Envelope | Specifies a paper type when the Recycled setting is selected in other menus<br>**Notes:**<br>• Paper is the factory default setting.<br>• The Recycled type must be supported by the selected tray or feeder in order for you to print from that source. |

## Custom Names menu

| Menu item | Definition |
|---|---|
| **Custom Name <x>**<br><none> | Specify a custom name for a paper type. This name replaces a **Custom Type <x>** name in the printer menus. |

## Custom Scan Sizes menu

| Menu item | Description |
|---|---|
| **Custom Scan Size <x>**<br>Scan Size Name<br>Width<br>3–14.17 inches (76–360 mm)<br>Height<br>3–14.17 inches (76–360 mm)<br>Orientation<br>Landscape<br>Portrait<br>2 scans per side<br>Off<br>On | Specifies a custom scan size name and options. This name replaces a **Custom Scan Size <x>** name in the printer menus.<br>**Notes:**<br>• 8.5 Inches is the US factory default setting for Width. 216 millimeters is the international factory default setting for Width.<br>• 14 Inches is the US factory default setting for Height. 356 millimeters is the international factory default setting for Height.<br>• Landscape is the factory default setting for Orientation.<br>• Off is the factory default setting for 2 scans per side.<br>• User Default is the factory default setting for ADF Pick Roller Force. |

## Universal Setup menu

These menu items are used to specify the height, width, and feed direction of the Universal Paper Size. The Universal Paper Size is a user-defined paper size setting. It is listed with the other paper size settings and includes similar options, such as support for duplex printing and printing multiple pages on one sheet.

| Menu item | Description |
|---|---|
| **Units of Measure**<br>Inches<br>Millimeters | Identifies the units of measure<br>**Notes:**<br>• Inches is the US factory default setting.<br>• Millimeters is the international factory default setting. |
| **Portrait Width**<br>3–14 inches<br>76–360 mm | Sets the portrait width<br>**Notes:**<br>• If the width exceeds the maximum, the printer uses the maximum width allowed.<br>• 8.5 inches is the US factory default setting. Inches can be increased in 0.01-inch increments.<br>• 216 mm is the international factory default setting. Millimeters can be increased in 1-mm increments. |
| **Portrait Height**<br>3–14 inches<br>76–360 mm | Sets the portrait height<br>**Notes:**<br>• If the height exceeds the maximum, the printer uses the maximum height allowed.<br>• 14 inches is the US factory default setting. Inches can be increased in 0.01-inch increments.<br>• 356 mm is the international factory default setting. Millimeters can be increased in 1-mm increments. |
| **Feed Direction**<br>Short Edge<br>Long Edge | Specifies the feed direction if the paper can be loaded in either direction<br>**Notes:**<br>• Short Edge is the factory default setting.<br>• Long Edge appears only if the longest edge is shorter than the maximum width supported in the tray. |

# Reports menu

**Note:** When you select a menu item from the Reports menu, the indicated report prints.

| Menu item | Description |
|---|---|
| **Menu Settings Page** | Prints a report containing information about paper loaded into trays, installed memory, the total page count, alarms, timeouts, the control panel language, the TCP/IP address, the status of supplies, the status of the network connection, and other information |

| Menu item | Description |
|---|---|
| **Device Statistics** | Prints a report containing printer statistics such as supply information and details about printed pages |
| **Network Setup Page** | Prints a report containing information about the network printer settings, such as the TCP/IP address information<br>**Note:** This menu item appears only for network printers or printers connected to print servers. |
| **Network <x> Setup Page** | Prints a report containing information about the network printer settings, such as the TCP/IP address information<br>**Notes:**<br>• This menu item is available when more than one network option is installed.<br>• This menu item appears only for network printers or printers connected to print servers. |
| **Shortcut List** | Prints a report containing information about configured shortcuts |
| **Fax Job Log** | Prints a report containing information about the last 200 completed faxes |
| **Fax Call Log** | Prints a report containing information about the last 100 attempted, received, and blocked calls |
| **Copy Shortcuts** | Prints a report containing information about copy shortcuts |
| **E-mail Shortcuts** | Prints a report containing information about e-mail shortcuts |
| **Fax Shortcuts** | Prints a report containing information about fax shortcuts |
| **FTP Shortcuts** | Prints a report containing information about FTP shortcuts |
| **Profiles List** | Prints a list of profiles stored in the printer |
| **NetWare Setup Page** | Prints a report containing NetWare-specific information about the network settings<br>**Note:** This menu item appears only for printers with an internal print server installed. |
| **Print Fonts** | Prints a report of all the fonts available for the printer language currently set in the printer |
| **Print Directory** | Prints a list of all the resources stored on an optional flash memory card or printer hard disk<br>**Notes:**<br>• Job Buffer Size must be set to 100%.<br>• The optional flash memory or printer hard disk must be installed correctly and working properly. |
| **Asset Report** | Prints a report containing asset information including the printer serial number and model name. The report contains text and UPC barcodes that can be scanned into an asset database. |

# Network/Ports menu

## Active NIC menu

| Menu item | Description |
|---|---|
| **Active NIC**<br>Auto<br><list of available network cards> | **Notes:**<br>• Auto is the factory default setting.<br>• This menu item appears only if an optional network card is installed. |

## Standard Network or Network <x> menus

| Menu item | Description |
|---|---|
| **PCL SmartSwitch**<br>On<br>Off | Sets the printer to automatically switch to PCL emulation when a print job requires it, regardless of the default printer language<br>**Notes:**<br>• On is the factory default setting.<br>• When the Off setting is used, the printer does not examine incoming data.<br>• When the Off setting is used, the printer uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off. |
| **PS SmartSwitch**<br>On<br>Off | Sets the printer to automatically switch to PS emulation when a print job requires it, regardless of the default printer language<br>**Notes:**<br>• On is the factory default setting.<br>• When the Off setting is used, the printer does not examine incoming data.<br>• When the Off setting is used, the printer uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off. |
| **NPA Mode**<br>Off<br>Auto | Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol<br>**Notes:**<br>• Auto is the factory default setting.<br>• Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is updated. |

| Menu item | Description |
|---|---|
| **Network Buffer**<br>Auto<br>3K to <maximum size allowed> | Sets the size of the network input buffer<br>**Notes:**<br>• Auto is the factory default setting.<br>• The value can be changed in 1K increments.<br>• The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether Resource Save is set to On or Off.<br>• To increase the maximum size range for the Network Buffer, disable or reduce the size of the parallel and USB buffers.<br>• Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is updated. |
| **Mac Binary PS**<br>On<br>Off<br>Auto | Sets the printer to process Macintosh binary PostScript print jobs<br>**Notes:**<br>• Auto is the factory default setting.<br>• The Off setting filters print jobs using the standard protocol.<br>• The On setting processes raw binary PostScript print jobs. |
| **Std Network Setup**<br>Reports<br>Network Card<br>TCP/IP<br>IPv6<br>Wireless<br>AppleTalk<br>NetWare<br>**Net <x> Setup**<br>Reports<br>Network Card<br>TCP/IP<br>IPv6<br>Wireless<br>Apple Talk<br>NetWare | For descriptions and settings of the network setup menus, see the following:<br>• "Reports menu (under the Network/Ports menu)" on page 166<br>• "Network Card menu" on page 167<br>• "TCP/IP menu" on page 167<br>• "IPv6 menu" on page 169<br>• "Wireless menu" on page 169<br>• "AppleTalk menu" on page 170<br>• "NetWare menu" on page 170<br>**Note:** The Wireless menu appears only when the printer is connected to a wireless network. |

# Reports menu (under the Network/Ports menu)

The Reports menu item is available from the Network/Ports menu:

**Network/Ports → Standard Network** or **Network <x> → Std Network Setup** or **Net <x> Setup → Reports**

| Menu item | Description |
|---|---|
| **Print Setup Page**<br>**Print NetWare Setup Page** | Prints a report containing information about the current network setup<br>**Notes:**<br>• The Setup Page contains information about the network printer settings, such as the TCP/IP address.<br>• The NetWare Setup Page menu item appears only on models that support NetWare and shows information about NetWare settings. |

# Network Card menu

This menu is available from the Network/Ports menu:

**Network/Ports → Standard Network** or **Network <x> → Std Network Setup** or **Net <x> Setup → Network Card**

| Menu item | Description |
|---|---|
| **View Card Status**<br>Connected<br>Disconnected | Lets you view the connection status of the Network Card |
| **View Card Speed** | Lets you view the speed of a currently active network card |
| **Network Address**<br>UAA<br>LAA | Lets you view the network addresses |
| **Job Timeout**<br>0-225 seconds | Sets the amount of time in seconds that a network print job can take before it is canceled<br>**Notes:**<br>• 90 seconds is the factory default setting.<br>• A setting value of 0 disables the timeout.<br>• If a value of 1–9 is selected, then the setting is saved as 10. |
| **Banner Page**<br>Off<br>On | Allows the printer to print a banner page<br>**Note:** Off is the factory default setting. |

# TCP/IP menu

Use the following menu items to view or set the TCP/IP information.

**Note:** This menu is available only for network models or printers attached to print servers.

This menu is available from the Network/Ports menu:

**Network/Ports → Standard Network** or **Network <x> → Std Network Setup** or **Net <x> Setup → TCP/IP**

| Menu item | Description |
|---|---|
| **Activate**<br>On<br>Off | Activates TCP/IP<br>**Note:** On is the factory default setting. |
| **View Hostname** | Lets you view the current TCP/IP hostname<br>**Note:** This can be changed only from the Embedded Web Server. |
| **IP Address** | Lets you view or change the current TCP/IP Address<br>**Note:** Manually setting the IP address sets the Enable DHCP and Enable Auto IP settings to Off. It also sets Enable BOOTP and Enable RARP to Off on systems that support BOOTP and RARP. |
| **Netmask** | Lets you view or change the current TCP/IP Netmask |
| **Gateway** | Lets you view or change the current TCP/IP Gateway |
| **Enable DHCP**<br>On<br>Off | Specifies the DHCP address and parameter assignment setting<br>**Note:** On is the factory default setting. |
| **Enable RARP**<br>On<br>Off | Specifies the RARP address assignment setting<br>**Note:** On is the factory default setting. |
| **Enable BOOTP**<br>On<br>Off | Specifies the BOOTP address assignment setting<br>**Note:** On is the factory default setting. |
| **Enable Auto IP**<br>Yes<br>No | Specifies the Zero Configuration Networking setting<br>**Note:** Yes is the factory default setting. |
| **Enable FTP/TFTP**<br>Yes<br>No | Enables the built-in FTP server, which allows you to send files to the printer using the File Transfer Protocol.<br>**Note:** Yes is the factory default setting. |
| **Enable HTTP Server**<br>Yes<br>No | Enables the built-in Web server (Embedded Web Server). When this is enabled, the printer can be monitored and managed remotely using a Web browser.<br>**Note:** Yes is the factory default setting. |
| **WINS Server Address** | Lets you view or change the current WINS Server Address |
| **Enable DDNS**<br>Yes<br>No | Lets you view or change the current DDNS setting<br>**Note:** Yes is the factory default setting. |
| **Enable mDNS**<br>Yes<br>No | Lets you view or change the current mDNS setting<br>**Note:** Yes is the factory default setting. |
| **DNS Server Address** | Lets you view or change the current DNS Server Address |

| Menu item | Description |
|---|---|
| **Enable HTTPS**<br>Yes<br>No | Lets you view or change the current HTTPS setting<br>**Note:** No is the factory default setting. |

## IPv6 menu

Use the following menu items to view or set the Internet Protocol version 6 (IPv6) information.

**Note:** This menu is available only for network models or printers attached to print servers.

This menu is available from the Network/Ports menu:

**Network/Ports → Standard Network** or **Network <x> → Std Network Setup** or **Net <x> Setup → IPv6**

| Menu item | Description |
|---|---|
| **Enable IPv6**<br>On<br>Off | Enables IPv6 in the printer<br>**Note:** On is the factory default setting. |
| **Auto Configuration**<br>On<br>Off | Specifies whether the network adapter accepts the automatic IPv6 address configuration entries provided by a router<br>**Note:** On is the factory default setting. |
| **View Hostname**<br>**View Address**<br>**View Router Address** | Lets you view the current setting<br>**Note:** These settings can be changed only from the Embedded Web Server. |
| **Enable DHCPv6**<br>On<br>Off | Enables DHCPv6 in the printer<br>**Note:** On is the factory default setting. |

## Wireless menu

Use the following menu items to view or configure the wireless internal print server settings.

**Note:** This menu is available only for models connected to a wireless network.

This menu is available from the Network/Ports menu:

**Network/Ports → Network <x> → Net <x> Setup → Wireless**

| Menu item | Description |
|---|---|
| **Network Mode**<br>Infrastructure<br>Ad hoc | Specifies the network mode<br>**Notes:**<br>• Infrastructure mode lets the printer access a network using an access point.<br>• Ad hoc is the factory default setting. Ad hoc mode configures the printer for wireless networking directly between it and a computer. |

| Menu item | Description |
|---|---|
| **Compatibility**<br>802.11n<br>802.11b/g<br>802.11b/g/n | Specifies the wireless standard for the wireless network |
| **Choose Network**<br><list of available networks> | Lets you select an available network for the printer to use |
| **View Signal Quality** | Lets you view the quality of the wireless connection |
| **View Security Mode** | Lets you view the encryption method for the wireless connection. "Disabled" indicates that the wireless network is not encrypted. |

## AppleTalk menu

This menu is available from the Network/Ports menu:

**Network/Ports → Standard Network** or **Network <x> → Std Network Setup** or **Net <x> Setup → AppleTalk**

| Menu item | Description |
|---|---|
| **Activate**<br>Yes<br>No | Activates AppleTalk support<br>**Note:** Yes is the factory default setting. |
| **View Name** | Shows the assigned AppleTalk name<br>**Note:** The name can be changed only from the Embedded Web Server. |
| **View Address** | Shows the assigned AppleTalk address<br>**Note:** The address can be changed only from the Embedded Web Server. |
| **Set Zone**<br><list of zones available on the network> | Provides a list of AppleTalk zones available on the network<br>**Note:** The default setting is the default zone for the network. If no default zone exists, the zone marked with an * is the default setting. |

## NetWare menu

This menu is available from the Network/Ports menu:

**Network/Ports → Standard Network** or **Network <x> → Std Network Setup** or **Net <x> Setup → NetWare**

| Menu item | Description |
|---|---|
| **Activate**<br>Yes<br>No | Activates NetWare support<br>**Note:** No is the factory default setting. |
| **View Login Name** | Lets you view the assigned NetWare login name<br>**Note:** This can be changed only from the Embedded Web Server. |
| **Print Mode** | Lets you view the assigned NetWare print mode<br>**Note:** This can be changed only from the Embedded Web Server. |

| Menu item | Description |
|---|---|
| **Network Number** | Lets you view the assigned NetWare network number<br>**Note:** This can be changed only from the Embedded Web Server. |
| **Select IPX Frame Types**<br>Ethernet 802.2<br>Ethernet 802.3<br>Ethernet Type II<br>Ethernet SNAP | Enables the Ethernet frame type setting<br>**Note:** On is the factory default setting for all menu items. |
| **Packet Burst**<br>Yes<br>No | Reduces network traffic by allowing the transfer and acknowledgement of multiple data packets to and from the NetWare server<br>**Note:** Yes is the factory default setting. |
| **NSQ/GSQ Mode**<br>Yes<br>No | Specifies the NSQ/GSQ Mode setting<br>**Note:** No is the factory default setting. |

# Standard USB menu

| Menu item | Description |
|---|---|
| **PCL SmartSwitch**<br>On<br>Off | Sets the printer to automatically switch to PCL emulation when a print job received through a USB port requires it, regardless of the default printer language<br>**Notes:**<br>• On is the factory default setting.<br>• When the Off setting is used, the printer does not examine incoming data.<br>• When the Off setting is used, the printer uses PostScript emulation if the PS SmartSwitch setting is On. It uses the default printer language specified in the Setup menu if the PS SmartSwitch setting is Off. |
| **PS SmartSwitch**<br>On<br>Off | Sets the printer to automatically switch to PS emulation when a print job received through a USB port requires it, regardless of the default printer language<br>**Notes:**<br>• On is the factory default setting.<br>• When the Off setting is used, the printer does not examine incoming data.<br>• When the Off setting is used, the printer uses PCL emulation if the PCL SmartSwitch setting is On. It uses the default printer language specified in the Setup menu if the PCL SmartSwitch setting is Off. |
| **NPA Mode**<br>On<br>Off<br>Auto | Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol<br>**Notes:**<br>• Auto is the factory default setting.<br>• Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is updated. |

| Menu item | Description |
|---|---|
| **USB Buffer**<br>Disabled<br>Auto<br>3K to <maximum size allowed> | Sets the size of the USB input buffer<br>**Notes:**<br>• Auto is the factory default setting.<br>• The Disabled setting turns off job buffering. Any jobs already buffered on the disk are printed before normal processing is resumed.<br>• The USB buffer size value can be changed in 1-K increments.<br>• The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether the Resource Save setting is On or Off.<br>• To increase the maximum size range for the USB Buffer, disable or reduce the size of the parallel, serial, and network buffers.<br>• Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is updated. |
| **Mac Binary PS**<br>On<br>Off<br>Auto | Sets the printer to process Macintosh binary PostScript print jobs<br>**Notes:**<br>• Auto is the factory default setting.<br>• The Off setting filters print jobs using the standard protocol.<br>• The On setting processes raw binary PostScript print jobs. |
| **USB With ENA**<br>ENA Address<br>ENA Netmask<br>ENA Gateway | Sets the network address, netmask, or gateway information for an external print server that is attached to the printer using a USB cable.<br>**Note:** This menu item is available only if the printer is attached to an external print server through the USB port. |

# Parallel menu

This menu appears only if an optional parallel card is installed.

| Menu item | Description |
|---|---|
| **PCL SmartSwitch**<br>On<br>Off | Sets the printer to automatically switch to PCL emulation when a print job received through a parallel port requires it, regardless of the default printer language<br>**Notes:**<br>• On is the factory default setting.<br>• When the Off setting is used, the printer does not examine incoming data.<br>• When the Off setting is used, the printer uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off. |

| Menu item | Description |
|---|---|
| **PS SmartSwitch**<br>On<br>Off | Sets the printer to automatically switch to PS emulation when a print job received through a parallel port requires it, regardless of the default printer language<br>**Notes:**<br>• On is the factory default setting.<br>• When the Off setting is used, the printer does not examine incoming data.<br>• When the Off setting is used, the printer uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off. |
| **NPA Mode**<br>On<br>Off<br>Auto | Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol<br>**Notes:**<br>• Auto is the factory default setting.<br>• Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is updated. |
| **Parallel Buffer**<br>Disabled<br>Auto<br>3K to <max size allowed> | Sets the size of the parallel input buffer<br>**Notes:**<br>• Auto is the factory default setting.<br>• The Disabled setting turns off job buffering. Any jobs already buffered on the disk are printed before normal processing is resumed.<br>• The parallel buffer size setting can be changed in 1K increments.<br>• The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether Resource Save is set to On or Off.<br>• To increase the maximum size range for the Parallel Buffer, disable or reduce the size of the USB, serial, and network buffers.<br>• Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is updated. |
| **Advanced Status**<br>On<br>Off | Enables bidirectional communication through the parallel port<br>**Notes:**<br>• On is the factory default setting.<br>• The Off setting disables parallel port negotiation. |
| **Protocol**<br>Standard<br>Fastbytes | Specifies the parallel port protocol<br>**Notes:**<br>• Fastbytes is the factory default setting. It provides compatibility with most existing parallel ports and is the recommended setting.<br>• The Standard setting tries to resolve parallel port communication problems. |

| Menu item | Description |
|---|---|
| **Honor Init**<br>On<br>Off | Determines whether or not the printer honors printer hardware initialization requests from the computer<br>**Notes:**<br>• Off is the factory default setting.<br>• The computer requests initialization by activating the Init signal from the parallel port. Many personal computers activate the Init signal each time the computer is turned on. |
| **Parallel Mode 2**<br>On<br>Off | Determines whether the parallel port data is sampled on the leading or trailing edge of strobe<br>**Notes:**<br>• On is the factory default setting.<br>• This menu appears only if a standard or optional parallel port is available. |
| **Mac Binary PS**<br>On<br>Off<br>Auto | Sets the printer to process Macintosh binary PostScript print jobs<br>**Notes:**<br>• Auto is the factory default setting.<br>• The Off setting filters print jobs using the standard protocol.<br>• The On setting processes raw binary PostScript print jobs. |
| **Parallel With ENA**<br>ENA Address<br>ENA Netmask<br>ENA Gateway | Sets the network address, netmask, or gateway information for an external print server that is attached to the printer using a parallel cable.<br>**Note:** This menu item is available only if the printer is attached to an external print server through a parallel port. |

# Serial <x> menu

This menu appears only if an optional serial card is installed.

| Menu item | Description |
|---|---|
| **PCL SmartSwitch**<br>On<br>Off | Sets the printer to automatically switch to PCL emulation when a print job received through a serial port requires it, regardless of the default printer language<br>**Notes:**<br>• On is the factory default setting.<br>• When the Off setting is used, the printer does not examine incoming data.<br>• When the Off setting is used, the printer uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off. |

| Menu item | Description |
|---|---|
| **PS SmartSwitch**<br>On<br>Off | Sets the printer to automatically switch to PS emulation when a print job received through a serial port requires it, regardless of the default printer language<br>**Notes:**<br>• On is the factory default setting.<br>• When the Off setting is used, the printer does not examine incoming data.<br>• When the Off setting is used, the printer uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off. |
| **NPA Mode**<br>On<br>Off<br>Auto | Sets the printer to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol<br>**Notes:**<br>• Auto is the factory default setting.<br>• When the On setting is used, the printer performs NPA processing. If the data is not in NPA format, it is rejected as bad data.<br>• When the Off setting is used, the printer does not perform NPA processing.<br>• When the Auto setting is used, the printer examines data, determines the format, and then processes it appropriately.<br>• Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is updated. |
| **Serial Buffer**<br>Disabled<br>Auto<br>3K to <maximum size allowed> | Sets the size of the serial input buffer<br>**Notes:**<br>• Auto is the factory default setting.<br>• The Disabled setting turns off job buffering. Any jobs already buffered on the disk are printed before normal processing is resumed.<br>• The serial buffer size setting can be changed in 1-K increments.<br>• The maximum size allowed depends on the amount of memory in the printer, the size of the other link buffers, and whether Resource Save is set to On or Off.<br>• To increase the maximum size range for the Serial Buffer, disable or reduce the size of the parallel, USB, and network buffers.<br>• Changing this setting from the printer control panel and then exiting the menus causes the printer to restart. The menu selection is updated. |
| **Serial Protocol**<br>DTR<br>DTR/DSR<br>XON/XOFF<br>XON/XOFF/DTR<br>XON/XOFF/DTRDSR | Selects the hardware and software handshaking settings for the serial port<br>**Notes:**<br>• DTR is the factory default setting.<br>• DTR/DSR is a hardware handshaking setting.<br>• XON/XOFF is a software handshaking setting.<br>• XON/XOFF/DTR and XON/XOFF/DTR/DSR are combined hardware and software handshaking settings. |

| Menu item | Description |
|---|---|
| **Robust XON**<br>On<br>Off | Determines whether or not the printer communicates availability to the computer<br>**Notes:**<br>• Off is the factory default setting.<br>• This menu item applies only to the serial port if Serial Protocol is set to XON/XOFF. |
| **Baud**<br>1200<br>2400<br>4800<br>9600<br>19200<br>38400<br>57600<br>115200<br>138200<br>172800<br>230400<br>345600 | Specifies the rate at which data can be received through the serial port<br>**Notes:**<br>• 9600 is the factory default setting.<br>• 138200, 172800, 230400, and 345600 baud rates are displayed only in the Standard Serial menu. These settings do not appear in the Serial Option or Serial Option 2 menus. |
| **Data Bits**<br>7<br>8 | Specifies the number of data bits that are sent in each transmission frame<br>**Note:** 7 is the factory default setting. |
| **Parity**<br>Even<br>Odd<br>None<br>Ignore | Sets the parity for serial input and output data frames<br>**Note:** None is the factory default setting. |
| **Honor DSR**<br>On<br>Off | Determines whether the printer uses the DSR Signal. DSR is a handshaking signal used by most serial cables.<br>**Notes:**<br>• Off is the factory default setting.<br>• The serial port uses DSR to distinguish data sent by the computer from data created by electrical noise in the serial cable. The electrical noise can cause stray characters to print. Select **On** to prevent stray characters from printing.<br>• This menu item appears only if Serial RS-232/RS-422 is set to RS 232. |

# SMTP Setup menu

Use the following menu to configure the SMTP server.

| Menu item | Description |
|---|---|
| **Primary SMTP Gateway**<br>**Primary SMTP Gateway Port**<br>**Secondary SMTP Gateway**<br>**Secondary SMTP Gateway Port** | Specifies SMTP server port information<br>**Note:** 25 is the default SMTP gateway port. Range is 1-65536. |
| **SMTP Timeout**<br>5–30 | Specifies the amount of time in seconds before the server stops trying to send the e-mail<br>**Note:** 30 seconds is the factory default setting. |
| **Reply Address** | Specifies a reply address of up to 128 characters in e-mail sent by the printer |
| **Use SSL**<br>Disabled<br>Negotiate<br>Required | Sets the printer to use SSL for increased security when connecting to the SMTP server<br>**Notes:**<br>• Disabled is the factory default setting for Use SSL.<br>• When the Negotiate setting is used, your SMTP server determines if SSL will be used. |
| **SMTP Server Authentication**<br>No authentication required<br>Login/Plain<br>CRAM-MD5<br>Digest-MD5<br>NTLM<br>Kerberos 5 | Specifies the type of user authentication required<br>**Note:** "No authentication required" is the factory default setting. |
| **Device-Initiated E-mail**<br>None<br>Use Device SMTP Credentials<br>**Device Userid**<br>**Device Password**<br>**Kerberos 5 Realm**<br>**NTLM Domain** | Specifies what credentials will be used when communicating to the SMTP server. Some SMTP servers require credentials in order to send e-mail.<br>**Notes:**<br>• None is the factory default setting for Device-Initiated E-mail.<br>• Device Userid and Device Password are used to log in to the SMTP server when "Use Device SMTP Credentials" is selected. |

# Security menu

## Miscellaneous menu

| Menu item | Description |
|---|---|
| **Login Restrictions**<br>Login failures<br>1-10 (3 attempts)<br>Failure time frame<br>1-60 (5 minutes)<br>Lockout time<br>1-60 (5 minutes)<br>Panel Login Timeout<br>1-900 (3 seconds)<br>Remote Login Timeout<br>1-120 (10 minutes) | Limits the number and time frames of failed login attempts from the printer control panel before *all* users are locked out<br>**Notes:**<br>• "Login failures" specifies the number of failed login attempts before users are locked out. 3 attempts is the factory default setting.<br>• "Failure time frame" specifies the time frame during which failed login attempts can be made before users are locked out. 5 minutes is the factory default setting.<br>• "Lockout time" specifies how long users are locked out after exceeding the login failures limit. 5 minutes is the factory default setting.<br>• "Panel Login Timeout" specifies how long the printer remains idle on the Home screen before automatically logging the user off. 3 seconds is the factory default setting.<br>• "Remote Login Timeout" specifies how long a remote interface (for example, the Web page) can remain idle before automatically logging the user off. 10 minutes is the factory default setting. |

## Confidential Print menu

| Menu item | Description |
|---|---|
| **Max Invalid PIN**<br>Off<br>2–10 | Limits the number of times an invalid PIN can be entered<br>**Notes:**<br>• Off is the default setting.<br>• This menu item appears only if a printer hard disk is installed.<br>• Once a limit is reached, the jobs for that user name and that PIN are deleted. |
| **Job Expiration**<br>Off<br>1 hour<br>4 hours<br>24 hours<br>1 week | Limits the amount of time a confidential job stays in the printer before it is deleted<br>**Notes:**<br>• Off is the default setting.<br>• If the Job Expiration setting is changed while confidential jobs reside on the printer RAM or printer hard disk, the expiration time for those print jobs does not change to the new default value.<br>• If the printer is turned off, all confidential jobs held in printer RAM are deleted. |

## Security Audit Log menu

| Menu item | Description |
|---|---|
| **Export Log** | Enables an authorized user to export the security log<br>**Notes:**<br>• To export the log from the printer control panel, a flash drive must be attached to the printer.<br>• From the Embedded Web Server, the log can be downloaded to a computer. |
| **Delete Log**<br>Delete now<br>Do not delete | Specifies whether audit logs are deleted<br>**Note:** Delete Now is the factory default setting. |
| **Configure Log**<br>Enable Audit<br>Yes<br>No<br>Enable Remote Syslog<br>Yes<br>No<br>Remote Syslog Facility<br>0-23<br>Severity of events to log<br>0-7 | Specifies whether and how the audit logs are created<br>**Notes:**<br>• Enable audit determines if events are recorded in the secure audit log and remote syslog. No is the factory default setting.<br>• Enable remote syslog determines if logs are being sent to a remote server. No is the factory default setting.<br>• Remote syslog facility determines the value used to send logs to the remote syslog server. 4 is the factory default setting.<br>• With the security audit log activated, the severity value of each event is recorded. 4 is the factory default setting. |

## Set Date/Time menu

| Menu item | Description |
|---|---|
| **View Date/Time** | Lets you view the current date and time settings for the printer |
| **Set Date/Time**<br><input date/time> | **Note:** Date/Time is set in YYYY-MM-DD HH:MM format. |
| **Time Zone**<br><list of time zones> | **Note:** GMT is the factory default setting. |
| **Observe DST**<br>On<br>Off | **Note:** On is the factory default setting and uses the applicable Daylight Saving Time associated with the Time Zone setting. |
| **Enable NTP**<br>On<br>Off | Enables Network Time Protocol, which synchronizes the clocks of devices on a network<br>**Note:** On is the factory default setting. |

# Settings menu

## General Settings menu

| Menu item | Description |
|---|---|
| **Display Language**<br>English<br>Francais<br>Deutsch<br>Italiano<br>Espanol<br>Dansk<br>Norsk<br>Nederlands<br>Svenska<br>Portuguese<br>Suomi<br>Russian<br>Polski<br>Turkce<br>Korean | Sets the language of the text appearing on the display<br>**Note:** All languages may not be available for all printers. |
| **Eco-Mode**<br>Off<br>Energy<br>Energy/Paper<br>Paper | Minimizes the use of energy, paper, or specialty media<br>**Notes:**<br>• Off is the factory default setting. Off resets the printer to its factory default settings.<br>• The Energy setting minimizes the power used by the printer. Performance may be affected, but print quality is not.<br>• Paper minimizes the amount of paper and specialty media needed for a print job by duplexing each page. Performance may be affected, but print quality is not.<br>• Energy/Paper minimizes the use of power and of paper and specialty media. |
| **ADF Loaded Beep**<br>Enabled<br>Disabled | Specifies whether the ADF emits a beep when paper is loaded<br>**Note:** Enabled is the factory default setting. |
| **Quiet Mode**<br>Off<br>On | Reduces the amount of noise produced by the printer<br>**Notes:**<br>• Off is the factory default setting.<br>• On configures the printer to produce as little noise as possible. |

| Menu item | Description |
|---|---|
| **Run Initial setup**<br>Yes<br>No | Instructs the printer to run the setup wizard<br>**Notes:**<br>• Yes is the factory default setting.<br>• After completing the setup wizard by selecting Done at the Country select screen, the default becomes No. |
| **Keyboard**<br>Keyboard Type<br>English<br>Francais<br>Francais Canadien<br>Deutsch<br>Italiano<br>Espanol<br>Dansk<br>Norsk<br>Nederlands<br>Svenska<br>Suomi<br>Portuguese<br>Russian<br>Polski<br>Swiss German<br>Swiss French<br>Korean<br>Turkce<br>Custom Key <x><br>Accents/Symbols Tab<br>On<br>Off<br>Russian/Polish Tab<br>On<br>Off<br>Korean Tab<br>On<br>Off<br>Chinese Pinyin Tab<br>On<br>Off<br>Chinese Zhuyin Tab<br>On<br>Off | Specifies a language and custom key information for the printer control panel keyboard. The additional tabs enable access to accent marks and symbols from the printer control panel keyboard. |
| **Paper Sizes**<br>U.S.<br>Metric | Specifies the printer factory default measurements. The default is determined by the country/region selection in the initial setup wizard. |

| Menu item | Description |
|---|---|
| **Scan to PC Port Range**<br><port range> | Specifies a valid port range for printers behind a port-blocking firewall. The valid ports are specified by two sets of numbers separated by a semicolon.<br>**Note:** 9751:12000 is the factory default setting. |
| **Displayed Information**<br>Left side<br>Right side<br>Custom Text <x><br><text entry><br>Cartridge levels on status screen<br>On<br>Off<br>Black Toner<br>When to Display<br>Display<br>Do not display<br>Message to Display<br>Default<br>Alternate<br>Default Message<br><text entry><br>Alternate Message<br><text entry> | Specifies what is displayed on the upper left and right corners of the home screen<br>For the Left side and Right side options, choose from the following options:<br>Model Name<br>None<br>IP Address<br>Hostname<br>Contact Name<br>Location<br>Date/Time<br>mDNS/DDNS Service Name<br>Zero Configuration Name<br>Custom Text <x><br>**Notes:**<br>• IP Address is the factory default setting for Left side.<br>• Date/Time is the factory default setting for Right side.<br>• Do not display is the factory default setting for When to Display.<br>• Default is the factory default setting for Message to Display. |
| **Displayed Information (continued)**<br>Paper Jam<br>Load Paper<br>Service Errors | The displayed information for Paper Jam, Load Paper, and Service Errors can be customized with the following options:<br>Activate<br>Yes<br>No<br>Message to Display<br>Default<br>Alternate<br>Default Message<br><text entry><br>Alternate Message<br><text entry><br>**Notes:**<br>• No is the factory default setting for Activate.<br>• Default is the factory default setting for Type of Message to Display. |

| Menu item | Description |
| --- | --- |
| **Home screen customization**<br>Change Language<br>Copy<br>Copy Shortcuts<br>Fax<br>Fax Shortcuts<br>E-mail<br>E-mail Shortcuts<br>FTP<br>FTP Shortcuts<br>Search Held Jobs<br>Held Jobs<br>USB Drive<br>Profiles<br>Bookmarks<br>Jobs by user | Additional buttons can be added to the Home screen, and default buttons can be removed.<br>Available selections for each button are:<br>Display<br>Do Not Display |
| **Date Format**<br>MM-DD-YYYY<br>DD-MM-YYYY<br>YYYY-MM-DD | Formats the printer date |
| **Time Format**<br>12 hour A.M./P.M.<br>24 hour clock | Formats the printer time |
| **Screen Brightness**<br>20–100 | Specifies the brightness of the printer control panel screen |
| **One Page Copy**<br>On<br>Off | Sets the copies from the scanner glass to only one page at a time<br>**Note:** Off is the factory default setting. |
| **Output Lighting**<br>Standard Bin LED<br>Normal/Standby Mode<br>Bright<br>Dim<br>Off<br>Power Saver<br>Bright<br>Dim<br>Off | Sets the amount of light from the standard bin or an optional output bin<br>**Notes:**<br>• In Normal/Standby Mode, the factory default is Bright.<br>• In Power Saver Mode, the factory default is Dim. |
| **Show Bookmarks**<br>Yes<br>No | Specifies whether bookmarks are displayed from the Held Jobs area<br>**Note:** Yes is the factory default setting. When On is selected, bookmarks appear in the Held Jobs area. |

| Menu item | Description |
|---|---|
| **Allow Background Removal**<br>On<br>Off | Specifies whether image background removal is allowed during copy, fax, e-mail, FTP, or scan to USB<br>**Note:** On is the factory default setting. The background of the image will be removed. |
| **Allow Custom Job Scans**<br>On<br>Off | Lets you scan multiple jobs to one file<br>**Notes:**<br>• A printer hard disk must be installed in the printer and operating properly for this menu item to be available.<br>• On is the factory default setting. If On is selected, the Allow Custom Job Scans setting can be enabled for specific jobs. |
| **Scanner Jam Recovery**<br>Job level<br>Page level | Specifies how a scanned job should be reloaded if a paper jam occurs in the ADF<br>**Notes:**<br>• If Job level is selected, the entire job must be rescanned if any pages jam.<br>• If Page level is selected, rescan from the jammed page forward. |
| **Web Page Refresh Rate**<br>30–300 | Specifies the number of seconds between Embedded Web Server refreshes<br>**Note:** 120 seconds is the factory default setting. |
| **Contact Name** | Specifies a contact name for the printer |
| **Location** | Specifies the location of the printer<br>**Note:** The location will be stored on the Embedded Web Server. |
| **Alarms**<br>Alarm Control<br>Cartridge Alarm | Sets an alarm to sound when the printer requires operator intervention<br>Available selections for each alarm type are:<br>Off<br>Single<br>**Notes:**<br>• Single is the factory default setting for Alarm Control. Single sounds three quick beeps.<br>• Off is the factory default setting for Toner Alarm. Off means no alarm will sound. |
| **Timeouts**<br>Standby Mode<br>Disabled<br>2–240 | Specifies the number of minutes of inactivity before the system enters a lower power state<br>**Note:** 15 minutes is the factory default setting. |

| Menu item | Description |
|---|---|
| **Timeouts**<br>Power Saver Mode<br>Disabled<br>2–240 | Specifies the number of minutes of inactivity before some systems begin entering a minimum power state.<br>**Notes:**<br>• 30 minutes is the factory default setting.<br>• Power Saver does not interact with Standby Mode. |
| **Timeouts**<br>Screen Timeout<br>15–300 | Sets the amount of time in seconds the printer waits before returning the printer display to a **Ready** state<br>**Note:** 30 seconds is the factory default setting. |
| **Timeouts**<br>Print Timeout<br>Disabled<br>1–255 | Sets the amount of time in seconds the printer waits to receive an end-of-job message before canceling the remainder of the print job<br>**Notes:**<br>• 90 seconds is the factory default setting.<br>• When the timer expires, any partially printed page still in the printer is printed, and then the printer checks to see if any new print jobs are waiting.<br>• Print Timeout is available only when using PCL or PPDS emulation. This setting has no effect on PostScript emulation print jobs. |
| **Timeouts**<br>Wait Timeout<br>Disabled<br>15–65535 | Sets the amount of time in seconds the printer waits for additional data before canceling a print job<br>**Notes:**<br>• 40 seconds is the factory default setting.<br>• Wait Timeout is available only when the printer is using PostScript emulation. This setting has no effect on PCL or PPDS emulation print jobs. |
| **Timeouts**<br>Job Hold Timeout<br>Disabled<br>5–255 | Sets the amount of time the printer waits for user intervention before it holds jobs that require unavailable resources and continues to print other jobs in the print queue<br>**Notes:**<br>• 30 seconds is the factory default setting.<br>• This menu item appears only when a printer hard disk is installed. |
| **Print Recovery**<br>Auto Continue<br>Disabled<br>5–255 | Lets the printer automatically continue printing from certain offline situations when not resolved within the specified time period<br>**Notes:**<br>• Disabled is the factory default setting.<br>• 5–255 is a range of time in seconds. |

| Menu item | Description |
|---|---|
| **Print Recovery**<br>Jam Recovery<br>On<br>Off<br>Auto | Specifies whether the printer reprints jammed pages<br>**Notes:**<br>• Auto is the factory default setting. The printer reprints jammed pages unless the memory required to hold the pages is needed for other printer tasks.<br>• On sets the printer to always reprint jammed pages.<br>• Off sets the printer to never reprint jammed pages. |
| **Print Recovery**<br>Page Protect<br>On<br>Off | Lets the printer successfully print a page that may not have printed otherwise<br>**Notes:**<br>• Off is the factory default setting. Off prints a partial page when there is not enough memory to print the whole page.<br>• On sets the printer to process the whole page so that the entire page prints. |
| **Factory Defaults**<br>Do Not Restore<br>Restore Now | Returns the printer settings to the factory default settings<br>**Notes:**<br>• Do Not Restore is the factory default setting. Do Not Restore keeps the user-defined settings.<br>• Restore returns all printer settings to the factory default settings except Network/Ports menu settings. All downloads stored in RAM are deleted. Downloads stored in flash memory or on a printer hard disk are not affected. |

# Copy Settings menu

| Menu item | Description |
|---|---|
| **Content**<br>Text/Photo<br>Photograph<br>Printed Image<br>Text | Specifies the type of content contained in the copy job<br>**Notes:**<br>• Text/Photo is the factory default setting. Text/Photo is used when the original documents are a mixture of text and graphics or pictures.<br>• Photograph tells the scanner to pay extra attention to graphics and pictures. This setting increases the time it takes to scan, but emphasizes a reproduction of the full dynamic range of tones in the original document. This increases the amount of information saved.<br>• Printed Image is used when jobs are composed primarily of images. Printed Image converts the images to halftone. Halftoning makes a grayscale or color image printable by transforming it to a pattern of small spots with a limited number of colors.<br>• Text emphasizes sharp, black, high-resolution text against a clean, white background. |

| Menu item | Description |
|---|---|
| **Sides (Duplex)**<br>1 sided to 1 sided<br>1 sided to 2 sided<br>2 sided to 1 sided<br>2 sided to 2 sided | Specifies whether an original document is duplex (two-sided) or simplex (one-sided), and then specifies whether the copy should be duplex or simplex<br>**Notes:**<br>• **1 sided to 1 sided**—The original page has printing on one side. The copied page will have printing on one side.<br>• **1 sided to 2 sided**—The original page has printing on one side. The copied page will have printing on both sides. For example, if the original is six sheets, the copy is three sheets with printing on both sides.<br>• **2 sided to 1 sided**—The original page has printing on both sides. The copied page will have printing on only one side. For example, if the original draft is three sheets of paper with an image on each side of each sheet, then the copy is six sheets with only one image on one side of each sheet.<br>• **2 sided to 2 sided**—The original page has printing on both sides. The copy mimics the original exactly. |
| **Paper Saver**<br>Off<br>2 on 1 Portrait<br>2 on 1 Landscape<br>4 on 1 Portrait<br>4 on 1 Landscape | Sets two or four sheets of an original document together on the same page<br>**Note:** Off is the factory default setting. |
| **Print Page Borders**<br>On<br>Off | Specifies whether a border is printed around the edge of the page at the margins<br>**Note:** On is the factory default setting. |
| **Collate**<br>On<br>Off | Keeps the pages of a print job stacked in sequence when making multiple copies of the job<br>**Note:** On is the factory default setting. |
| **Staple**<br>On<br>Off | Enables stapling<br>**Note:** Off is the factory default setting. |

| Menu item | Description |
|---|---|
| **Original Size**<br>Letter<br>Legal<br>Executive<br>Folio<br>Statement<br>Universal<br>4 x 6 in.<br>3 x 5 in.<br>Business Card<br>Custom Scan Size <x><br>A4<br>A5<br>Oficio (Mexico)<br>A6<br>JIS B5<br>Book Original<br>Auto Size Sense<br>Mixed Letter/Legal | Specifies the paper size of the original document |
| **Copy To Source**<br>Tray <x><br>Single Sheet Feeder<br>Multi Sheet Feeder<br>Auto Size Match | Specifies the paper source for copy jobs<br>**Note:** Tray 1 is the factory default setting. |
| **Transparency Separators**<br>On<br>Off | Places a sheet of paper between transparencies<br>**Note:** On is the factory default setting. |
| **Separator Sheets**<br>None<br>Between Copies<br>Between Jobs<br>Between Pages | Places a sheet of paper between pages, copies, or jobs based on the value selected<br>**Note:** None is the factory default setting. |
| **Separator Source**<br>Tray <x><br>Manual Feeder<br>Envelope Feeder | Specifies a paper source |
| **Darkness**<br>1–9 | Specifies the level of darkness for the copy job |
| **Output Bin**<br>Standard Bin<br>Bin <x> | Specifies which output bin receives the copy after it is printed |
| **Number of Copies** | Specifies the number of copies for the copy job |

| Menu item | Description |
|---|---|
| **Header/Footer**<br>Top left<br>Top left<br>Off<br>Date/Time<br>Page number<br>Bates number<br>Custom text<br>Print on<br>All pages<br>First page only<br>All but first page<br>Enter custom text | Specifies header/footer information for the top left of the page<br>**Notes:**<br>• Off is the factory default setting for Top left.<br>• "All pages" is the factory default setting for Print on. |
| **Header/Footer**<br>Top middle<br>Top middle<br>Off<br>Date/Time<br>Page number<br>Bates number<br>Custom text<br>Print on<br>All pages<br>First page only<br>All but first page<br>Enter custom text | Specifies header/footer information for the middle of the page<br>**Notes:**<br>• Off is the factory default setting for Top middle.<br>• "All pages" is the factory default setting for Print on. |
| **Header/Footer**<br>Top right<br>Top right<br>Off<br>Date/Time<br>Page number<br>Bates number<br>Custom text<br>Print on<br>All pages<br>First page only<br>All but first page<br>Enter custom text | Specifies header/footer information for the top right of the page<br>**Notes:**<br>• Off is the factory default setting for Top right.<br>• "All pages" is the factory default setting for Print on. |

| Menu item | Description |
|---|---|
| **Header/Footer**<br>Bottom left<br>Bottom left<br>Off<br>Date/Time<br>Page number<br>Bates number<br>Custom text<br>Print on<br>All pages<br>First page only<br>All but first page<br>Enter custom text | Specifies header/footer information for the bottom left of the page<br>**Notes:**<br>• Off is the factory default setting for Bottom left.<br>• "All pages" is the factory default setting for Print on. |
| **Header/Footer**<br>Bottom middle<br>Bottom middle<br>Off<br>Date/Time<br>Page number<br>Bates number<br>Custom text<br>Print on<br>All pages<br>First page only<br>All but first page<br>Enter custom text | Specifies header/footer information for the bottom middle of the page<br>**Notes:**<br>• Off is the factory default setting for Bottom middle.<br>• "All pages" is the factory default setting for Print on. |
| **Header/Footer**<br>Bottom right<br>Bottom right<br>Off<br>Date/Time<br>Page number<br>Bates number<br>Custom text<br>Print on<br>All pages<br>First page only<br>All but first page<br>Enter custom text | Specifies header/footer information for the bottom right of the page<br>**Notes:**<br>• Off is the factory default setting for Bottom right.<br>• "All pages" is the factory default setting for Print on. |

| Menu item | Description |
|---|---|
| **Overlay**<br>Off<br>Confidential<br>Copy<br>Draft<br>Urgent<br>Custom | Specifies overlay text that is printed on each page of the copy job<br>**Note:** Off is the factory default setting. |
| **Custom Overlay** | Specifies custom overlay text |
| **Allow priority copies**<br>On<br>Off | Allows interruption of a print job to copy a page or document<br>**Note:** On is the factory default setting. |
| **Custom Job scanning**<br>On<br>Off | Lets you copy in a single copy job a document that contains mixed paper sizes |
| **Allow Save as Shortcut**<br>On<br>Off | Lets you save custom copy settings as shortcuts<br>**Note:** On is the factory default setting. |
| **Background Removal**<br>-4 to +4 | Adjusts the amount of background visible on a copy |
| **Auto Center**<br>On<br>Off | Lets you automatically center the copy on the page<br>**Note:** Off is the factory default setting. |
| **Color Dropout**<br>Color Dropout<br>None<br>Red<br>Green<br>Blue<br>Default Red Threshold<br>0–255<br>Default Green Threshold<br>0–255<br>Default Blue Threshold<br>0–255 | Specifies which color to drop during copies, and how much to increase or decrease the dropout<br>**Notes:**<br>• None is the factory default setting for Color Dropout.<br>• 128 is the factory default setting for each color threshold. |
| **Contrast**<br>0–5<br>Best for content | Specifies the contrast used for the copy job<br>**Note:** Best for content is the factory default setting. |
| **Mirror Image**<br>On<br>Off | Creates a mirror image of the original document<br>**Note:** Off is the factory default setting. |

| Menu item | Description |
|---|---|
| **Negative Image**<br>On<br>Off | Creates a negative image of the original document<br>**Note:** Off is the factory default setting. |
| **Shadow Detail**<br>0–4 | Adjusts the amount of shadow detail visible on a copy<br>**Note:** 0 is the factory default setting. |
| **Scan edge to edge**<br>On<br>Off | Specifies if the original document is scanned edge-to-edge prior to copying<br>**Note:** Off is the factory default setting. |
| **Sharpness**<br>0–5 | Adjusts the amount of sharpness on a copy<br>**Note:** 3 is the factory default setting. |
| **Sample Copy**<br>On<br>Off | Creates a sample copy of the original document<br>**Note:** Off is the factory default setting. |

# Fax Settings menu

## Fax Mode (Analog Fax Setup) menu

Analog Fax Setup mode sends the fax job by way of a telephone line.

### General Fax Settings

| Menu item | Description |
|---|---|
| **Station Name** | Specifies the name of the fax within the printer |
| **Station Number** | Specifies a number associated with the fax |
| **Station ID**<br>Station Name<br>Station Number | Specifies how the fax is identified to recipients in the fax header |
| **Enable Manual Fax**<br>On<br>Off | Sets the printer to fax manually only, which requires a line splitter and a telephone hand set<br>**Notes:**<br>• Use a regular telephone to answer an incoming fax job and to dial a fax number.<br>• Touch **# 0** on the numeric keypad to go directly to the Manual Fax function. |

| Menu item | Description |
| --- | --- |
| **Memory Use**<br>All receive<br>Mostly receive<br>Equal<br>Mostly sent<br>All send | Defines the allocation of non-volatile memory between sending and receiving fax jobs<br>**Notes:**<br>• "All receive" specifies that all the memory is set to receive fax jobs.<br>• "Mostly receive" specifies that most of the memory is set to receive fax jobs.<br>• Equal is the factory default setting. Equal splits the memory for sending and receiving fax jobs into equal amounts.<br>• "Mostly sent" specifies that most of the memory is set to send fax jobs.<br>• "All send" specifies that all the memory is set to send fax jobs. |
| **Cancel Faxes**<br>Allow<br>Don't Allow | Specifies whether the user may cancel fax jobs<br>**Note:** If Cancel Faxes is not enabled, it does not appear as an option. |
| **Caller ID**<br>FSK<br>DTMF | Specifies the type of caller ID being used<br>**Notes:**<br>• FSK is the factory default setting.<br>• This option appears only when the selected country/region supports multiple caller ID patterns. |
| **Fax number masking**<br>Off<br>From left<br>From right | Specifies the direction from which digits are masked in an outgoing fax number<br>**Note:** The number of characters masked is determined by the "Digits to mask" setting. |
| **Digits to mask**<br>0–58 | Specifies the number of digits to mask in an outgoing fax number |

## Fax Cover Page

| Menu item | Description |
|---|---|
| Fax Cover Page<br>Off by default<br>On by default<br>Never Use<br>Always Use<br>Include To field<br>On<br>Off<br>Include From field<br>On<br>Off<br>From<br>Include Message field<br>On<br>Off<br>Message<br>Include Logo<br>On<br>Off<br>Include Footer <x><br>Footer <x> | Configures the fax cover page<br>**Note:** Off is the factory default setting for all Fax Cover Page options. |

## Fax Send Settings

| Menu item | Description |
|---|---|
| **Resolution**<br>Standard<br>Fine<br>Super Fine<br>Ultra Fine | Specifies quality in dots per inch (dpi). A higher resolution gives greater print quality, but it increases the fax transmission time for outgoing faxes.<br>**Note:** Standard is the factory default setting. |

| Menu item | Description |
|---|---|
| **Original Size**<br>Letter<br>Legal<br>Executive<br>Folio<br>Statement<br>Oficio (Mexico)<br>Universal<br>Mixed Sizes<br>A4<br>A5<br>A6<br>JIS B5<br>ID Card<br>Custom Scan Size <x><br>Book Original<br>Business Card<br>4 x 6 in.<br>3 x 5 in. | Specifies the paper size of the document that is being scanned<br>**Note:** Letter is the US factory default setting. A4 is the international factory default setting. |
| **Duplex**<br>Off<br>Long edge<br>Short edge | Specifies how the text and graphics are oriented on the page<br>**Notes:**<br>• Off is the factory default setting.<br>• Long edge assumes binding along the long edge of the page (left edge for portrait orientation and top edge for landscape orientation).<br>• Short edge assumes binding along the short edge of the page (top edge for portrait orientation and left edge for landscape orientation). |
| **Content**<br>Text<br>Text/Photo<br>Photograph | Specifies the type of content that will be scanned to fax<br>**Notes:**<br>• Text is used when the document is mostly text.<br>• Text/Photo is the factory default setting. Text/Photo is used when the documents are mostly text or line art.<br>• Photograph is used when the document is a high-quality photograph or inkjet print. |
| **Darkness**<br>1–9 | Lightens or darkens the output<br>**Note:** 5 is the factory default setting. |
| **Dial Prefix** | A numeric entry field is provided to enter numbers |
| **Dialing Prefix Rules**<br>Prefix Rule <x> | Establishes a dialing prefix rule |
| **Automatic Redial**<br>0–9 | Specifies the number of times the printer tries to send the fax to a specified number<br>**Note:** 5 is the factory default setting. |

| Menu item | Description |
|---|---|
| **Redial Frequency**<br>1–200 | Specifies the number of minutes between redials<br>**Note:** 3 is the factory default setting. |
| **Behind a PABX**<br>Yes<br>No | Enables switchboard blind dialing without a dial tone<br>**Note:** No is the factory default setting. |
| **Enable ECM**<br>Yes<br>No | Enables Error Correction Mode for fax jobs<br>**Note:** Yes is the factory default setting. |
| **Enable Fax Scans**<br>On<br>Off | Lets you send faxes by scanning at the printer<br>**Note:** On is the factory default setting. |
| **Driver to fax**<br>Yes<br>No | Allows driver to fax jobs to be sent by the printer<br>**Note:** Yes is the factory default setting. |
| **Allow Save as Shortcut**<br>On<br>Off | Lets you save fax numbers as shortcuts in the printer<br>**Note:** On is the factory default setting. |
| **Dial Mode**<br>Tone<br>Pulse | Specifies the dialing sound, either as a tone or a pulse.<br>**Note:** Tone is the factory default setting. |
| **Max Speed**<br>2400<br>4800<br>9600<br>14400<br>33600 | Specifies the maximum speed in baud at which faxes are sent<br>**Note:** 33600 is the factory default setting. |
| **Custom Job scanning**<br>On<br>Off | Lets you scan a document that contains mixed paper sizes into a single file<br>**Notes:**<br>• A printer hard disk must be installed in the printer and operating properly for this menu item to be available.<br>• On is the factory default setting. |
| **Scan Preview**<br>On<br>Off | Specifies whether a preview will appear on the display for scan jobs<br>**Notes:**<br>• A printer hard disk must be installed in the printer and operating properly for this menu item to be available.<br>• Off is the factory default setting. |
| **Background Removal**<br>-4 to +4 | Adjusts the amount of background visible on a copy<br>**Note:** 0 is the factory default setting. |

| Menu item | Description |
|---|---|
| **Color Dropout**<br>Color Dropout<br>None<br>Red<br>Green<br>Blue<br>Default Red Threshold<br>0–255<br>Default Green Threshold<br>0–255<br>Default Blue Threshold<br>0–255 | Specifies which color to drop during faxing, and how much to increase or decrease the dropout<br>**Notes:**<br>• None is the factory default setting for Color Dropout.<br>• 128 is the factory default setting for each color threshold. |
| **Contrast**<br>Best for content<br>0–5 | Specifies the contrast of the output<br>**Note:** "Best for content" is the factory default setting. |
| **Mirror Image**<br>On<br>Off | Creates a mirror image of the original document<br>**Note:** Off is the factory default setting. |
| **Negative Image**<br>On<br>Off | Creates a negative image of the original document<br>**Note:** Off is the factory default setting. |
| **Shadow Detail**<br>-4 to +4 | Adjusts the amount of shadow detail visible on a fax<br>**Note:** 0 is the factory default setting. |
| **Scan edge to edge**<br>On<br>Off | Specifies if the original document is scanned edge-to-edge prior to faxing<br>**Note:** Off is the factory default setting. |
| **Sharpness**<br>0–5 | Adjusts the sharpness of a fax<br>**Note:** 3 is the factory default setting. |
| **Enable Color Fax Scans**<br>On by default<br>Never use<br>Always use<br>Off by default | Enables color faxing<br>**Note:** "Off by default" is the factory default setting. |
| **Auto Convert Color Faxes to Mono Faxes**<br>On<br>Off | Converts all outgoing faxes to black and white<br>**Note:** On is the factory default setting. |

## Fax Receive Settings

| Menu item | Description |
|---|---|
| **Enable Fax Receive**<br>On<br>Off | Allows fax jobs to be received by the printer<br>**Note:** On is the factory default setting. |
| **Fax Job Waiting**<br>None<br>Toner<br>Toner and Supplies | Allows a fax to be held until toner or supplies are replaced<br>**Notes:**<br>• This menu item appears only if a hard disk is supported and installed.<br>• None is the factory default setting. |
| **Rings to Answer**<br>1–25 | Specifies the number of rings before answering an incoming fax job<br>**Note:** 3 is the factory default setting. |
| **Auto Reduction**<br>On<br>Off | Scales an incoming fax job so it fits the size of the paper loaded in the designated fax source<br>**Note:** On is the factory default setting. |
| **Paper Source**<br>Auto<br>Tray <x><br>Multi-Purpose Feeder | Specifies the paper source selected to supply paper for the printer to print an incoming fax<br>**Note:** Auto is the factory default setting. |
| **Separator Sheets**<br>None<br>After job<br>Before job | Places a sheet of paper before or after a received fax.<br>**Note:** None is the factory default setting. |
| **Separator Sheet Source**<br>Tray <x><br>Manual feeder | Specifies a paper source.<br>**Note:** Tray <x> is the factory default setting. |
| **Sides (Duplex)**<br>On<br>Off | Enables duplex printing (two-sided printing) for incoming fax jobs<br>**Note:** Off is the factory default setting. |
| **Fax Footer**<br>On<br>Off | Prints the transmission information at the bottom of each page from a received fax<br>**Note:** On is the factory default setting. |
| **Max Speed**<br>2400<br>4800<br>9600<br>14400<br>33600 | Specifies the maximum speed in baud at which faxes are received<br>**Note:** 33600 is the factory default setting. |
| **Fax Forwarding**<br>Forward<br>Print<br>Print and Forward | Enables forwarding of received faxes to another recipient |

| Menu item | Description |
|---|---|
| **Forward to**<br>Fax<br>E-mail<br>FTP<br>LDSS<br>eSF | Specifies the type of recipient to which faxes will be forwarded<br>**Note:** This item is available only from the printer Embedded Web Server. |
| **Forward to Shortcut** | Lets you enter the shortcut number which matches the recipient type (Fax, E-mail, FPT, LDSS, or eSF) |
| **Block No Name Fax**<br>On<br>Off | Enables blocking of incoming faxes sent from devices with no station ID specified<br>**Note:** Off is the factory default setting. |
| **Banned Fax List** | Enables the list of banned fax numbers stored in the printer |
| **Holding Faxes**<br>Held Fax Mode<br>Off<br>Always On<br>Manual<br>Scheduled<br>Fax Holding Schedule | Enables fax holding all of the time or according to a set schedule<br>**Note:** Off is the factory default setting. |
| **Enable Color Fax Receive**<br>On<br>Off | Lets you receive a color fax<br>**Note:** On is the factory default setting. |

## Fax Log Settings

| Menu item | Description |
|---|---|
| **Transmission Log**<br>Print log<br>Do not print log<br>Print only for error | Enables printing of a transmission log after each fax job<br>**Note:** Print log is the factory default setting. |
| **Receive Error Log**<br>Print Never<br>Print on Error | Enables printing of a receive error log following a receive error<br>**Note:** Print Never is the factory default setting. |
| **Auto Print Logs**<br>On<br>Off | Enables automatic printing of fax logs<br>**Notes:**<br>• Logs print after every 200 jobs.<br>• On is the factory default setting. |
| **Log Paper Source**<br>Tray <x><br>Manual Feeder | Selects the source of the paper used for printing logs<br>**Note:** Tray <x> is the factory default setting. |

| Menu item | Description |
|---|---|
| **Logs Display**<br>Remote Station Name<br>Dialed Number | Specifies whether printed logs display the dialed number or the station name returned<br>**Note:** Remote Station Name is the factory default setting. |
| **Enable Job Log**<br>On<br>Off | Enables access to the Fax Job log<br>**Note:** On is the factory default setting. |
| **Enable Call Log**<br>On<br>Off | Enables access to the Fax Call log<br>**Note:** On is the factory default setting. |

## Speaker Settings

| Menu item | Description |
|---|---|
| **Speaker Mode**<br>Always Off<br>On until Connected<br>Always On | **Notes:**<br>• Always Off turns the speaker off.<br>• On until Connected is the factory default setting. The speaker is on and issues a noise until the fax connection is made.<br>• Always On turns the speaker on. |
| **Speaker Volume**<br>High<br>Low | Controls the volume setting<br>**Note:** High is the factory default setting. |
| **Ringer Volume**<br>On<br>Off | Controls the fax speaker ringer volume<br>**Note:** On is the factory default setting. |

## Distinctive Rings

| Menu item | Description |
|---|---|
| **Single Ring**<br>On<br>Off | Answers calls with a one-ring pattern<br>**Note:** On is the factory default setting. |
| **Double Ring**<br>On<br>Off | Answers calls with a double-ring pattern<br>**Note:** On is the factory default setting. |
| **Triple Ring**<br>On<br>Off | Answers calls with a triple-ring pattern<br>**Note:** On is the factory default setting. |

## Fax Mode (Fax Server Setup) menu

Fax Server mode sends the fax job to a fax server for transmission.

### Fax Server Setup

| Menu item | Description |
|---|---|
| **To Format**<br>**Reply Address**<br>**Subject**<br>**Message** | Lets you enter the information using the virtual keyboard on the printer touch screen |
| **Primary SMTP Gateway** | Specifies SMTP server port information<br>**Note:** 25 is the default SMTP gateway port. |
| **Secondary SMTP Gateway** | Specifies SMTP server port information<br>**Note:** 25 is the default SMTP gateway port. |
| **Image Format**<br>PDF (.pdf)<br>XPS (.xps)<br>TIFF (.tif) | Specifies the image type for scan to fax<br>**Note:** PDF (.pdf) is the factory default setting. |
| **Content**<br>Text<br>Text/Photo<br>Photograph | Specifies the type of content that will be scanned to fax<br>**Notes:**<br>• Text is used when the document is mostly text.<br>• Text/Photo is the factory default setting. Text/Photo is used when the documents are mostly text or line art.<br>• Photograph is used when the document is a high-quality photograph or inkjet print. |
| **Fax Resolution**<br>Standard<br>Fine<br>Super Fine<br>Ultra Fine | Specifies the resolution level for scan to fax<br>**Note:** Standard is the factory default setting. |
| **Darkness**<br>1–9 | Lightens or darkens the output<br>**Note:** 5 factory default setting. |
| **Orientation**<br>Portrait<br>Landscape | Specifies the orientation of the scanned image<br>**Note:** Portrait is the factory default setting. |

| Menu item | Description |
|---|---|
| **Original Size**<br>Letter<br>Legal<br>Executive<br>Folio<br>Statement<br>Oficio (Mexico)<br>Universal<br>Mixed Sizes<br>A4<br>A5<br>A6<br>JIS B5<br>ID Card<br>Custom Scan Size <x><br>Book Original<br>Business Card<br>4 x 6 in.<br>3 x 5 in. | Specifies the paper size of the document that is being scanned<br>**Note:** Letter is the US factory default setting. A4 is the international factory default setting. |
| **Use Multi-Page TIFF**<br>On<br>Off | Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan to fax job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job.<br>**Notes:**<br>• On is the factory default setting.<br>• This menu item applies to all scan functions. |
| **Enable Analog Receive**<br>On<br>Off | Enables analog fax receive<br>**Note:** Off is the factory default setting. |

# E-mail Settings menu

| Menu item | Description |
|---|---|
| **E-mail Server Setup**<br>Subject<br>Message | Specifies e-mail server information<br>**Note:** The message box has a limitation of 512 characters. |
| **E-mail Server Setup**<br>Send me a copy<br>Never appears<br>On by default<br>Off by default<br>Always On | Sends a copy of the e-mail back to the creator of the e-mail<br>**Note:** Never appears is the factory default setting. |

| Menu item | Description |
|---|---|
| **E-mail Server Setup**<br>Max e-mail size<br>0–65535 KB | Specifies the maximum e-mail size in kilobytes<br>**Note:** E-mail above the specified size is not sent. |
| **E-mail Server Setup**<br>Size Error Message | Sends a message when an e-mail is greater than the configured size limit |
| **E-mail Server Setup**<br>Limit destinations | Sends an e-mail only when the address contains the domain name, such as a company domain name<br>**Note:** E-mail can be sent only to the specified domain. |
| **E-mail Server Setup**<br>Web Link Setup<br>Server<br>Login<br>Password<br>Path<br>Base file name<br>Web Link | Defines the e-mail server path name; for example: /directory/path<br>The following characters or symbols are invalid entries for a path name: *** : ? < > \|**. |
| **Format**<br>PDF (.pdf)<br>Secure PDF<br>TIFF (.tif)<br>JPEG (.jpg)<br>XPS (.xps) | Specifies the format of the file<br>**Note:** PDF (.pdf) is the factory default setting. |
| **PDF Version**<br>1.2–1.6 | Sets the version of the PDF file that will be scanned to e-mail<br>**Note:** 1.5 is the factory default setting. |
| **Content**<br>Text/Photo<br>Photograph<br>Text | Specifies the type of content that will be scanned to e-mail<br>**Notes:**<br>• Text/Photo is the factory default setting. Text/Photo is used when the documents are mostly text or line art.<br>• Photograph is used when the document is a high-quality photograph or inkjet print.<br>• Text is used when the document is mostly text. |
| **Color**<br>Gray<br>Color | Specifies whether a job prints in grayscale or color<br>**Note:** Color is the factory default setting. |
| **Resolution**<br>75<br>150<br>200<br>300<br>400<br>600 | Specifies how many dots per inch are scanned<br>**Note:** 150 dpi is the factory default setting. |

| Menu item | Description |
|---|---|
| **Darkness**<br>1–9 | Lightens or darkens the output<br>**Note:** 5 is the factory default setting. |
| **Orientation**<br>Portrait<br>Landscape | Specifies the orientation of the scanned image<br>**Note:** Portrait is the factory default setting. |
| **Original Size**<br>Letter<br>Legal<br>Executive<br>Folio<br>Statement<br>Oficio (Mexico)<br>Universal<br>Mixed Sizes<br>A4<br>A5<br>A6<br>JIS B5<br>ID Card<br>Custom Scan Size <x><br>Book Original<br>Business Card<br>3 x 5 in.<br>4 x 6 in. | Specifies the paper size of the document that is being scanned<br>**Note:** Letter is the US factory default setting. A4 is the international factory default setting. |
| **Sides (Duplex)**<br>Off<br>Long edge<br>Short edge | Specifies how the text and graphics are oriented on the page<br>**Notes:**<br>• Off is the factory default setting.<br>• Long edge assumes binding along the long edge of the page (left edge for portrait orientation and top edge for landscape orientation).<br>• Short edge assumes binding along the short edge of the page (top edge for portrait orientation and left edge for landscape orientation). |
| **JPEG Quality**<br>Best for content<br>5–90 | Sets the quality of a JPEG photo image in relation to file size and the quality of the image<br>**Notes:**<br>• "Best for content" is the factory default setting.<br>• 5 reduces the file size, but the quality of the image is lessened.<br>• 90 provides the best image quality, but the file size is very large.<br>• This menu item applies to all scan functions. |
| **Text Default**<br>5–90 | Sets the quality of the text in relation to file size and the quality of the image<br>**Note:** 75 is the factory default setting. |

| Menu item | Description |
|---|---|
| **Text/Photo Default**<br>5–90 | Sets the quality of a text/photo image in relation to file size and the quality of the image<br>**Note:** 75 is the factory default setting. |
| **Photo Default**<br>5–90 | Sets the quality of a photo image in relation to file size and the quality of the image<br>**Note:** 50 is the factory default setting. |
| **E-mail images sent as**<br>Attachment<br>Web Link | Specifies how the images will be sent<br>**Note:** Attachment is the factory default setting. |
| **Use Multi-Page TIFF**<br>On<br>Off | Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan to e-mail job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job.<br>**Notes:**<br>• On is the factory default setting.<br>• This menu item applies to all scan functions. |
| **Transmission Log**<br>Print log<br>Do not print log<br>Print only for error | Specifies whether the transmission log prints<br>**Note:** "Print log" is the factory default setting. |
| **Log Paper Source**<br>Tray <x><br>Manual Feeder<br>Manual Env<br>MP Feeder | Specifies a paper source for printing e-mail logs<br>**Note:** Tray 1 is the factory default setting. |
| **E-mail Bit Depth**<br>8 bit<br>1 bit | Enables the Text/Photo mode to have smaller file sizes by using 1-bit images when Color is set to Off.<br>**Note:** 8 bit is the factory default setting. |
| **Custom Job scanning**<br>On<br>Off | Lets you copy a document that contains mixed paper sizes into a single job<br>**Notes:**<br>• A printer hard disk must be installed in the printer and operating properly for this menu item to be available.<br>• Off is the factory default setting. |
| **Scan Preview**<br>On<br>Off | Specifies whether a preview will appear on the display for scan jobs<br>**Notes:**<br>• A printer hard disk must be installed in the printer and operating properly for this menu item to be available.<br>• Off is the factory default setting. |

| Menu item | Description |
|---|---|
| **Allow Save as Shortcut**<br>On<br>Off | Lets you save e-mail addresses as shortcuts<br>**Notes:**<br>• On is the factory default setting.<br>• When set to Off, the Save as Shortcut button does not appear on the E-mail Destination screen. |
| **Background Removal**<br>-4 to +4 | Adjusts the amount of background visible on a scanned image<br>**Note:** 0 is the factory default setting. |
| **Color Dropout**<br>Color Dropout<br>None<br>Red<br>Green<br>Blue<br>Default Red Threshold<br>0–255<br>Default Green Threshold<br>0–255<br>Default Blue Threshold<br>0–255 | Specifies which color to drop during scanning, and how much to increase or decrease the dropout<br>**Notes:**<br>• None is the factory default setting for Color Dropout.<br>• 128 is the factory default setting for each color threshold. |
| **Contrast**<br>0–5<br>Best for content | Specifies the contrast of the output<br>**Note:** "Best for content" is the factory default setting. |
| **Mirror Image**<br>On<br>Off | Creates a mirror image of the original document<br>**Note:** Off is the factory default setting. |
| **Negative Image**<br>On<br>Off | Creates a negative image of the original document<br>**Note:** Off is the factory default setting. |
| **Shadow Detail**<br>-4 to +4 | Adjusts the amount of shadow detail visible on a scanned image<br>**Note:** 0 is the factory default setting. |
| **Scan edge to edge**<br>On<br>Off | Specifies whether the original document is scanned edge-to-edge<br>**Note:** Off is the factory default setting. |
| **Sharpness**<br>0–5 | Adjusts the sharpness of a scanned image<br>**Note:** 3 is the factory default setting. |
| **Use cc:/bcc:**<br>On<br>Off | Enables the use of the cc: and bcc: fields<br>**Note:** Off is the factory default setting. |

# FTP Settings menu

| Menu item | Description |
|---|---|
| **Format**<br>PDF (.pdf)<br>Secure PDF<br>TIFF (.tif)<br>JPEG (.jpg)<br>XPS (.xps) | Specifies the format of the FTP file<br>**Note:** PDF (.pdf) is the factory default setting. |
| **PDF Version**<br>1.2–1.6 | Sets the version level of the PDF file for FTP<br>**Note:** 1.5 is the factory default setting. |
| **Content**<br>Text/Photo<br>Photograph<br>Text | Specifies the type of content that will be scanned to FTP<br>**Notes:**<br>• Text/Photo is the factory default setting. Text/Photo is used when the documents are mostly text or line art.<br>• Photograph is used when the document is a high-quality photograph or inkjet print<br>• Text is used when the document is mostly text. |
| **Color**<br>Gray<br>Color | Specifies whether a job prints in grayscale or color<br>**Note:** Gray is the factory default setting. |
| **Resolution**<br>75<br>150<br>200<br>300<br>400<br>600 | Specifies how many dots per inch are scanned<br>**Note:** 150 dpi is the factory default setting. |
| **Darkness**<br>1–9 | Lightens or darkens the output<br>**Note:** 5 is the factory default setting. |
| **Orientation**<br>Portrait<br>Landscape | Specifies the orientation of the scanned image<br>**Note:** Portrait is the factory default setting. |

| Menu item | Description |
|---|---|
| **Original Size**<br>Letter<br>Legal<br>Executive<br>Folio<br>Statement<br>Oficio (Mexico)<br>Universal<br>Mixed Sizes<br>A4<br>A5<br>A6<br>JIS B5<br>ID Card<br>Custom Scan Size <x><br>Book Original<br>Business Card<br>3 x 5 in.<br>4 x 6 in. | Specifies the paper size of the document that is being scanned<br>**Note:** Letter is the US factory default setting. A4 is the international factory default setting. |
| **Sides (Duplex)**<br>Off<br>Long edge<br>Short edge | Specifies how the text and graphics are oriented on the page<br>**Notes:**<br>• Off is the factory default setting.<br>• Long edge assumes binding along the long edge of the page (left edge for portrait orientation and top edge for landscape orientation).<br>• Short edge assumes binding along the short edge of the page (top edge for portrait orientation and left edge for landscape orientation). |
| **JPEG Quality**<br>Best for content<br>5–90 | Sets the quality of a JPEG photo image in relation to file size and the quality of the image<br>**Notes:**<br>• "Best for content" is the factory default setting.<br>• 5 reduces the file size, but the quality of the image is lessened.<br>• 90 provides the best image quality, but the file size is very large.<br>• This menu item applies to all scan functions. |
| **Text Default**<br>5–90 | Sets the quality of the text in relation to file size and the quality of the image<br>**Note:** 75 is the factory default setting. |
| **Text/Photo Default**<br>5–90 | Sets the quality of a text/photo image in relation to file size and the quality of the image<br>**Note:** 75 is the factory default setting. |
| **Photo Default**<br>5–90 | Sets the quality of a photo image in relation to file size and the quality of the image<br>**Note:** 50 is the factory default setting. |

| Menu item | Description |
|---|---|
| **Use Multi-Page TIFF**<br>On<br>Off | Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan to FTP job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job.<br>**Notes:**<br>• On is the factory default setting.<br>• This menu item applies to all scan functions. |
| **Transmission Log**<br>Print log<br>Do not print log<br>Print only for error | Specifies whether the transmission log prints<br>**Note:** "Print log" is the factory default setting. |
| **Log Paper Source**<br>Tray <x><br>Manual Feeder<br>Manual Env<br>MP Feeder | Specifies a paper source for FTP logs<br>**Note:** Tray 1 is the factory default setting. |
| **FTP bit Depth**<br>8 bit<br>1 bit | Enables the Text/Photo mode to have smaller file sizes by using 1-bit images when Color is set to Off<br>**Note:** 8 bit is the factory default setting. |
| **Base File Name** | Lets you enter a base file name |
| **Custom Job Scanning**<br>On<br>Off | Lets you scan a document that contains mixed paper sizes into a single job<br>**Notes:**<br>• A printer hard disk must be installed in the printer and operating properly for this menu item to be available<br>• Off is the factory default setting. |
| **Scan Preview**<br>On<br>Off | Specifies whether a preview will appear on the display for scan jobs<br>**Notes:**<br>• A printer hard disk must be installed in the printer and operating properly for this menu item to be available<br>• Off is the factory default setting. |
| **Allow Save as Shortcut**<br>On<br>Off | Enables shortcut creation for FTP addresses<br>**Note:** On is the factory default setting. |
| **Background Removal**<br>-4 to +4 | Adjusts the amount of background visible on a copy<br>**Note:** 0 is the factory default setting. |

| Menu item | Description |
|---|---|
| **Color Dropout**<br>Color Dropout<br>None<br>Red<br>Green<br>Blue<br>Default Red Threshold<br>0–255<br>Default Green Threshold<br>0–255<br>Default Blue Threshold<br>0–255 | Specifies which color to drop during scanning, and how much to increase or decrease the dropout<br>**Notes:**<br>• None is the factory default setting for Color Dropout.<br>• 128 is the factory default setting for each color threshold. |
| **Contrast**<br>0–5<br>Best for content | Specifies the contrast of the output<br>**Note:** "Best for content" is the factory default setting. |
| **Mirror Image**<br>On<br>Off | Creates a mirror image of the original document<br>**Note:** Off is the factory default setting. |
| **Negative Image**<br>On<br>Off | Creates a negative image of the original document<br>**Note:** Off is the factory default setting. |
| **Shadow Detail**<br>0–4 | Adjusts the amount of shadow detail visible on a scanned image<br>**Note:** 0 is the factory default setting. |
| **Scan edge to edge**<br>On<br>Off | Specifies whether the original document is scanned edge-to-edge<br>**Note:** Off is the factory default setting. |
| **Sharpness**<br>0–5 | Adjusts the sharpness of a scanned image<br>**Note:** 3 is the factory default setting. |

# Flash Drive menu

## Scan Settings

| Menu item | Description |
|---|---|
| **Format**<br>PDF (.pdf)<br>Secure PDF<br>TIFF (.tif)<br>JPEG (.jpg)<br>XPS (.xps) | Specifies the format of the file |
| **PDF Version**<br>1.2–1.6 | Sets the version of the PDF file that will be scanned to USB<br>**Note:** 1.5 is the factory default setting. |

| Menu item | Description |
|---|---|
| **Content**<br>Text/Photo<br>Photograph<br>Text | Specifies the type of content that will be scanned to USB<br>**Notes:**<br>• Text/Photo is the factory default setting. Text/Photo is used when the documents are mostly text or line art.<br>• Photograph is used when the document is a high-quality photograph or inkjet print.<br>• Text is used when the document is mostly text. |
| **Color**<br>Gray<br>Color | Specifies whether a job prints in grayscale or color<br>**Note:** Gray is the factory default setting. |
| **Resolution**<br>75<br>150<br>200<br>300<br>400<br>600 | Specifies how many dots per inch are scanned<br>**Note:** 150 dpi is the factory default setting. |
| **Darkness**<br>1–9 | Lightens or darkens the output<br>**Note:** 5 is the factory default setting. |
| **Orientation**<br>Portrait<br>Landscape | Specifies the orientation of the scanned image<br>**Note:** Portrait is the factory default setting. |
| **Original Size**<br>Letter<br>Legal<br>Executive<br>Folio<br>Statement<br>Oficio (Mexico)<br>Universal<br>Mixed Sizes<br>A4<br>A5<br>A6<br>JIS B5<br>ID Card<br>Custom Scan Size <x><br>Book Original<br>Business Card<br>3 x 5 in.<br>4 x 6 in. | Specifies the paper size of the document that is being scanned<br>**Note:** Letter is the US factory default setting. A4 is the international factory default setting. |

| Menu item | Description |
|---|---|
| **Sides (Duplex)**<br>Off<br>Long edge<br>Short edge | Specifies how the text and graphics are oriented on the page<br>**Notes:**<br>• Off is the factory default setting.<br>• Long edge assumes binding along the long edge of the page (left edge for portrait orientation and top edge for landscape orientation).<br>• Short edge assumes binding along the short edge of the page (top edge for portrait orientation and left edge for landscape orientation). |
| **JPEG Quality**<br>Best for content<br>5–90 | Sets the quality of a JPEG text or text/photo image in relation to file size and the quality of the image.<br>**Notes:**<br>• "Best for content" is the factory default setting.<br>• 5 reduces the file size, but the quality of the image is lessened.<br>• 90 provides the best image quality, but the file size is very large.<br>• This menu item applies to Text, Text/Photo, and all scan functions. |
| **Text Default**<br>5–90 | Sets the quality of the text in relation to file size and the quality of the image<br>**Note:** 75 is the factory default setting. |
| **Text/Photo Default**<br>5–90 | Sets the quality of a text/photo image in relation to file size and the quality of the image<br>**Note:** 75 is the factory default setting. |
| **Photo Default**<br>5–90 | Sets the quality of a photo image in relation to file size and the quality of the image<br>**Note:** 50 is the factory default setting. |
| **Use Multi-Page TIFF**<br>On<br>Off | Provides a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan to USB job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job.<br>**Notes:**<br>• On is the factory default setting.<br>• This menu item applies to all scan functions. |
| **Scan bit Depth**<br>8 bit<br>1 bit | Enables the Text/Photo mode to have smaller file sizes by using 1-bit images when Color is set to Off<br>**Note:** 8 bit is the factory default setting. |
| **Base File Name** | Lets you enter a base file name |
| **Custom Job scanning**<br>Off<br>On | Lets you scan a document that contains mixed paper sizes into a single job<br>**Notes:**<br>• A printer hard disk must be installed in the printer and operating properly for this menu item to be available<br>• Off is the factory default setting. |

| Menu item | Description |
|---|---|
| **Scan Preview**<br>On<br>Off | Specifies whether a preview will appear on the display for scan jobs<br>**Notes:**<br>• A printer hard disk must be installed in the printer and operating properly for this menu item to be available<br>• Off is the factory default setting. |
| **Background Removal**<br>-4 to +4 | Adjusts the amount of background visible on a copy<br>**Note:** 0 is the factory default setting. |
| **Color Dropout**<br>Color Dropout<br>None<br>Red<br>Green<br>Blue<br>Default Red Threshold<br>0–255<br>Default Green Threshold<br>0–255<br>Default Blue Threshold<br>0–255 | Specifies which color to drop during scanning, and how much to increase or decrease the dropout<br>**Notes:**<br>• None is the factory default setting for Color Dropout.<br>• 128 is the factory default setting for each color threshold. |
| **Contrast**<br>0–5<br>Best for content | Specifies the contrast of the output<br>**Note:** "Best for content" is the factory default setting. |
| **Mirror Image**<br>On<br>Off | Creates a mirror image of the original document<br>**Note:** Off is the factory default setting. |
| **Negative Image**<br>On<br>Off | Creates a negative image of the original document<br>**Note:** Off is the factory default setting. |
| **Shadow Detail**<br>0–4 | Adjusts the amount of shadow detail visible on a scanned image<br>**Note:** 0 is the factory default setting. |
| **Scan edge to edge**<br>On<br>Off | Specifies whether the original document is scanned edge-to-edge<br>**Note:** Off is the factory default setting. |
| **Sharpness**<br>0–5 | Adjusts the sharpness of a scanned image<br>**Note:** 3 is the factory default setting. |

## Print Settings

| Menu item | Description |
|---|---|
| **Copies** | Specifies the number of copies to print |

| Menu item | Description |
|---|---|
| **Paper Source**<br>Tray <x><br>MP Feeder<br>Manual Paper<br>Manual Envelope | Specifies the paper source selected to supply paper for the printer to print from the flash drive |
| **Collate**<br>Off (1,1,1,2,2,2)<br>On (1,2,1,2,1,2) | Stacks the pages of a print job in sequence when printing multiple copies<br>**Notes:**<br>• Off is the factory default setting. No pages will be collated.<br>• The On setting stacks the print job sequentially. |
| **Sides (Duplex)**<br>1 sided<br>2 sided | Enables duplex printing (two-sided printing) |
| **Duplex Binding**<br>Long Edge<br>Short Edge | Defines the way duplexed pages are bound and how the printing on the back of the page is oriented in relation to the printing on the front of the page<br>**Notes:**<br>• Long Edge is the factory default setting.<br>• Long Edge specifies that binding be placed on the left edge of portrait pages and the top edge of landscape pages.<br>• Short Edge specifies that binding be placed on the top edge of portrait pages and the left edge of landscape pages. |
| **Orientation**<br>Auto<br>Portrait<br>Landscape | Specifies the orientation of the print job<br>**Note:** Auto is the factory default setting. |
| **N-up (pages/side)**<br>Off<br>2 Up<br>3 Up<br>4 Up<br>6 Up<br>9 Up<br>12 Up<br>16 Up | Specifies that multiple-page images be printed on one side of a sheet of paper. This is also referred to as Paper Saver.<br>**Notes:**<br>• Off is the factory default setting.<br>• The number selected is the number of page images that will print per side. |
| **N-up Border**<br>None<br>Solid | Prints a border around each page image when using N-up<br>**Note:** None is the factory default setting. |
| **N-up Ordering**<br>Horizontal<br>Reverse Horizontal<br>Reverse Vertical<br>Vertical | Specifies the positioning of multiple-page images when using N-up<br>**Notes:**<br>• Horizontal is the factory default setting.<br>• Positioning depends on the number of images and whether the images are in portrait or landscape orientation. |

| Menu item | Description |
|---|---|
| **Separator Sheets**<br>None<br>Between Copies<br>Between Jobs<br>Between Pages | Places a sheet of paper between pages, copies, or jobs based on the value selected<br>**Note:** None is the factory default setting. |
| **Separator Sheet Source**<br>Tray <x><br>Manual Feeder | Specifies a paper source |
| **Blank Pages**<br>Do Not Print<br>Print | Specifies whether blank pages are inserted in a print job<br>**Note:** Do Not Print is the factory default setting. |

# Print Settings

## Setup menu

| Menu item | Description |
|---|---|
| **Printer Language**<br>PCL Emulation<br>PS Emulation<br>PPDS Emulation | Sets the default printer language<br>**Notes:**<br>• PCL emulation uses a PCL interpreter for processing print jobs. PostScript emulation uses a PS interpreter for processing print jobs.<br>• PCL is the factory default printer language.<br>• Setting a printer language as the default does not prevent a software program from sending print jobs that use another printer language. |
| **Print Area**<br>Normal<br>Whole Page | Sets the logical and physical printable area<br>**Notes:**<br>• This menu does not appear if Edge to Edge is enabled in the printer Setup menu.<br>• Normal is the factory default setting. When attempting to print data in the non-printable area defined by the Normal setting, the printer clips the image at the boundary.<br>• The Whole Page setting allows the image to be moved into the non-printable area defined by the Normal setting, but the printer will clip the image at the Normal setting boundary.<br>• The Whole Page setting only affects pages printed using a PCL 5e interpreter. This setting has no effect on pages printed using the PCL XL or PostScript interpreter. |

| Menu item | Description |
|---|---|
| **Download Target**<br>RAM<br>Flash | Sets the storage location for downloads<br>**Notes:**<br>• RAM is the factory default setting.<br>• Storing downloads in flash memory places them in permanent storage. Downloads remain in flash memory even when the printer is turned off.<br>• Storing downloads in RAM is temporary.<br>• This menu appears only if a flash option is installed. |
| **Resource Save**<br>On<br>Off | Specifies how the printer handles temporary downloads, such as fonts and macros stored in RAM, when the printer receives a job that requires more memory than is available<br>**Notes:**<br>• Off is the factory default setting. Off sets the printer to retain the downloads only until memory is needed. Downloads are deleted in order to process print jobs.<br>• The On setting retains the downloads during language changes and printer resets. If the printer runs out of memory, **`38 Memory Full`** appears, and downloads are not deleted. |
| **Print All Order**<br>Alphabetical<br>Oldest First<br>Newest First | Specifies the order in which held and confidential jobs are printed when Print All is selected<br>**Notes:**<br>• Alphabetical is the factory default setting.<br>• Print jobs always appear in alphabetical order on the printer control panel. |

## Finishing menu

| Menu item | Description |
|---|---|
| **Sides (Duplex)**<br>1 sided<br>2 sided | Specifies whether duplex (2-sided) printing is set as the default for all print jobs<br>**Notes:**<br>• 1 sided is the factory default setting.<br>• To set 2-sided printing from the software program: for Windows users, click **File ➞ Print**, and then click **Properties**, **Preferences**, **Options**, or **Setup**; for Macintosh users, choose **File** > **Print**, and then adjust the settings from the Print dialog and pop-up menus. |

| Menu item | Description |
|---|---|
| **Duplex Binding**<br>Long Edge<br>Short Edge | Defines the way duplexed pages are bound and how the printing on the back of the page is oriented in relation to the printing on the front of the page<br>**Notes:**<br>• Long Edge is the factory default setting.<br>• Long Edge specifies that binding be placed on the left edge of portrait pages and the top edge of landscape pages.<br>• Short Edge specifies that binding be placed on the top edge of portrait pages and the left edge of landscape pages. |
| **Copies**<br>1–999 | Specifies a default number of copies for each print job<br>**Note:** 1 is the factory default setting. |
| **Blank Pages**<br>Do Not Print<br>Print | Specifies whether blank pages are inserted in a print job<br>**Note:** Do Not Print is the factory default setting. |
| **Collate**<br>Off (1,1,1,2,2,2)<br>On (1,2,1,2,1,2) | Stacks the pages of a print job in sequence when printing multiple copies<br>**Notes:**<br>• Off is the factory default setting.<br>• The On setting stacks the print job sequentially.<br>• Both settings print the entire job the number of times specified by the Copies menu setting. |
| **Separator Sheets**<br>None<br>Between Copies<br>Between Jobs<br>Between Pages | Specifies whether blank separator sheets are inserted<br>**Notes:**<br>• None is the factory default setting.<br>• Between Copies inserts a blank sheet between each copy of a print job if Collation is set to On. If Collation is set to Off, a blank page is inserted between each set of printed pages, such as after all page 1's and after all page 2's.<br>• Between Jobs inserts a blank sheet between print jobs.<br>• Between Pages inserts a blank sheet between each page of the print job. This setting is useful when printing transparencies or inserting blank pages in a document for notes. |
| **Separator Source**<br>Tray <x><br>Multi-Purpose Feeder | Specifies the paper source for separator sheets<br>**Notes:**<br>• Tray 1 (standard tray) is the factory default setting.<br>• From the Paper menu, Configure MP must be set to Cassette in order for Multi-Purpose Feeder to appear as a menu setting. |

| Menu item | Description |
|---|---|
| **N-up (pages-side)**<br>Off<br>2-Up<br>3-Up<br>4-Up<br>6-Up<br>9-Up<br>12-Up<br>16-Up | Specifies that multiple-page images be printed on one side of a sheet of paper<br>**Notes:**<br>• Off is the factory default setting.<br>• The number selected is the number of page images that will print per side. |
| **N-up Ordering**<br>Horizontal<br>Reverse Horizontal<br>Reverse Vertical<br>Vertical | Specifies the positioning of multiple-page images when using N-up (pages-sides)<br>**Notes:**<br>• Horizontal is the factory default setting.<br>• Positioning depends on the number of images and whether the images are in portrait or landscape orientation. |
| **Orientation**<br>Auto<br>Landscape<br>Portrait | Specifies the orientation of a multiple-page sheet<br>**Note:** Auto is the factory default setting. The printer chooses between portrait and landscape. |
| **N-up Border**<br>None<br>Solid | Prints a border around each page image when using N-up (pages-sides)<br>**Note:** None is the factory default setting. |

## Quality menu

| Menu item | Description |
|---|---|
| **Print Resolution**<br>300 dpi<br>600 dpi<br>1200 dpi<br>1200 Image Q<br>2400 Image Q | Specifies the printed output resolution<br>**Note:** 600 dpi is the factory default setting. The printer driver default is 1200 IQ. |
| **Pixel Boost**<br>Off<br>Fonts<br>Horizontally<br>Vertically<br>Both Directions | Enhances the printed quality of small fonts and graphics<br>**Notes:**<br>• Off is the factory default setting.<br>• Fonts applies this setting only to text.<br>• Horizontally darkens horizontal lines of text and images.<br>• Vertically darkens vertical lines of text and images.<br>• Both Directions darkens horizontal and vertical lines on text and images. |

| Menu item | Description |
|---|---|
| **Toner Darkness**<br>1–10 | Lightens or darkens the printed output<br>**Notes:**<br>• 8 is the factory default setting.<br>• Selecting a smaller number can help conserve toner. |
| **Enhance Fine Lines**<br>On<br>Off | Enables a print mode preferable for files such as architectural drawings, maps, electrical circuit diagrams, and flow charts<br>**Notes:**<br>• Off is the factory default setting.<br>• To set Enhance Fine Lines using the Embedded Web Server, type the network printer IP address in a browser window. |
| **Gray Correction**<br>Auto<br>Off | Adjusts the gray value of printed output<br>**Note:** Auto is the factory default setting. |
| **Brightness**<br>-6 to +6 | Adjusts or darkens printed output and conserves toner<br>**Notes:**<br>• 0 is the factory default setting.<br>• A negative value will darken text, images, and graphics. A positive value will lighten them and conserve toner. |
| **Contrast**<br>0–5 | Adjusts the degree of difference between levels of gray in printed output<br>**Notes:**<br>• 0 is the factory default setting.<br>• Higher settings show more difference between levels of gray. |

## Utilities menu

| Menu item | Description |
|---|---|
| **Format Flash**<br>Yes<br>No | Formats the flash memory. Flash memory refers to the memory added by installing a flash memory option card in the printer.<br>**Warning—Potential Damage:** Do not turn off the printer while the flash memory is formatting.<br>**Notes:**<br>• A flash memory option card must be installed in the printer and operating properly for this menu item to be available. The flash memory option card must not be Read/Write or Write protected.<br>• Selecting Yes deletes all data stored in flash memory.<br>• No cancels the format request. |

| Menu item | Description |
|---|---|
| **Hex Trace**<br>Activate | Assists in isolating the source of a print job problem<br>**Notes:**<br>• When Activate is selected, all data sent to the printer is printed in hexadecimal and character representation and control codes are not executed.<br>• To exit or deactivate Hex Trace, turn the printer off or reset the printer. |
| **Coverage Estimator**<br>Off<br>On | Provides an estimate of the percentage coverage of black on a page. The estimate is printed on a separate page at the end of each print job.<br>**Note:** Off is the factory default setting. |

## XPS menu

| Menu item | Description |
|---|---|
| **Print Error Pages**<br>Off<br>On | Prints a page containing information on errors, including XML markup errors<br>**Note:** Off is the factory default setting. |

## PDF menu

| Menu item | Description |
|---|---|
| **Scale to Fit**<br>Yes<br>No | Scales page content to fit the selected paper size<br>**Note:** No is the factory default setting. |
| **Annotations**<br>Do Not Print<br>Print | Prints annotations in a PDF<br>**Note:** Do Not Print is the factory default setting. |

## PostScript menu

| Menu item | Description |
|---|---|
| **Print PS Error**<br>On<br>Off | Prints a page containing the PostScript error<br>**Note:** Off is the factory default setting. |
| **Font Priority**<br>Resident<br>Flash | Establishes the font search order<br>**Notes:**<br>• Resident is the factory default setting.<br>• A formatted optional flash memory card must be installed in the printer and operating properly for this menu item to be available.<br>• The optional flash memory card cannot be Read/Write, Write, or password protected.<br>• Job Buffer Size must not be set to 100%. |

## PCL Emul menu

| Menu item | Description |
|---|---|
| **Font Source**<br>Resident<br>Download<br>Flash<br>All | Specifies the set of fonts available<br>**Notes:**<br>• Resident is the factory default setting. It shows the factory default set of fonts downloaded into RAM.<br>• Download appears only if downloaded fonts exist. It shows all the fonts downloaded into RAM.<br>• Flash appears only if an optional flash memory card containing fonts is installed.<br>• An optional flash memory card must be properly formatted and cannot be Read/Write, Write, or password protected.<br>• All shows all fonts available to any option. |
| **Font Name**<br><list of fonts> | Lets you view or change the setting from a selection list |
| **Symbol Set**<br><list of symbol sets> | Lets you view or change the setting from a selection list |
| **PCL Emulation Settings**<br>Point Size<br>1.00–1008.00 | Changes the point size for scalable typographic fonts<br>**Notes:**<br>• 12 is the factory default setting.<br>• Point Size refers to the height of the characters in the font. One point equals approximately 1/72 of an inch.<br>• Point sizes can be increased or decreased in 0.25-point increments. |
| **PCL Emulation Settings**<br>Pitch<br>0.08–100 | Specifies the font pitch for scalable monospaced fonts<br>**Notes:**<br>• 10 is the factory default setting.<br>• Pitch refers to the number of fixed-space characters per inch (cpi).<br>• Pitch can be increased or decreased in 0.01-cpi increments.<br>• For nonscalable monospaced fonts, the pitch appears on the display but cannot be changed. |
| **PCL Emulation Settings**<br>Orientation<br>Portrait<br>Landscape | Specifies the orientation of text and graphics on the page<br>**Notes:**<br>• Portrait is the factory default setting.<br>• Portrait prints text and graphics parallel to the short edge of the page.<br>• Landscape prints text and graphics parallel to the long edge of the page. |

| Menu item | Description |
|---|---|
| **PCL Emulation Settings**<br>Lines per Page<br>1–255 | Specifies the number of lines that print on each page<br>**Notes:**<br>• 60 is the US factory default setting. 64 is the international factory default setting.<br>• The printer sets the amount of space between each line based on the Lines per Page, Paper Size, and Orientation settings. Select the desired Paper Size and Orientation before setting Lines per Page. |
| **PCL Emulation Settings**<br>A4 Width<br>198 mm<br>203 mm | Sets the printer to print on A4-size paper<br>**Notes:**<br>• 198 mm is the factory default setting.<br>• The 203-mm setting sets the width of the page to allow the printing of eighty 10-pitch characters. |
| **PCL Emulation Settings**<br>Auto CR after LF<br>On<br>Off | Specifies whether the printer automatically performs a carriage return (CR) after a line feed (LF) control command<br>**Note:** Off is the factory default setting. |
| **PCL Emulation Settings**<br>Auto LF after CR<br>On<br>Off | Specifies whether the printer automatically performs a line feed (LF) after a carriage return (CR) control command<br>**Note:** Off is the factory default setting. |
| **Tray Renumber**<br>Assign MP Feeder<br>Off<br>None<br>0–199<br>Assign Tray <x><br>Off<br>None<br>0–199<br>Assign Manual Paper<br>Off<br>None<br>0–199<br>Assign Man Env<br>Off<br>None<br>0–199 | Configures the printer to work with printer software or programs that use different source assignments for trays, drawers, and feeders<br>**Notes:**<br>• Off is the factory default setting.<br>• None is not an available selection. It is displayed only when it is selected by the PCL 5 interpreter.<br>• None ignores the Select Paper Feed command.<br>• 0–199 allows a custom setting to be assigned. |

| Menu item | Description |
|---|---|
| **Tray Renumber**<br>View Factory Def<br>Multipurpose feeder default = 8<br>Tray 1 default = 1<br>Tray 2 default = 4<br>Tray 3 default = 5<br>Tray 4 default = 20<br>Tray 5 default = 21<br>Envelope default = 6<br>Manual paper default = 2<br>Manual envelope default = 3 | Lets you view the factory default setting assigned to each tray, drawer, or feeder<br>**Notes:**<br>• The printer supports one standard 250-sheet tray and can have only one optional drawer installed, either the 250- or 550-sheet drawer. Therefore, only Tray 1 and Tray 2 of the Tray values apply to your printer<br>• The factory default settings appear even if the source is not installed. |
| **Tray Renumber**<br>Restore Defaults<br>Yes<br>No | Returns all tray, drawer, and feeder assignments to the factory default settings |

## PPDS menu

| Menu item | Description |
|---|---|
| **Orientation**<br>Portrait<br>Landscape | Sets the orientation of the text and graphics on the page<br>**Notes:**<br>• Portrait is the factory default setting.<br>• Settings are duplicated in the PCL Emulation menu. |
| **Lines per Page**<br>1–255 | Sets the number of lines that print on each page<br>**Notes:**<br>• 64 is the factory default setting.<br>• The printer sets the amount of space between each line based on the Lines per Page, Paper Size, and Orientation settings. Select the desired Paper Size and Orientation before setting Lines per Page. |
| **Lines per Inch**<br>0.25–30.00 | Sets the number of lines that print per inch<br>**Notes:**<br>• 6 is the factory default setting.<br>• Lines per Inch can be increased or decreased in 0.25-inch increments |
| **Page Format**<br>Print<br>Whole | Sets the logical and physical printable area of the page<br>**Notes:**<br>• Print is the factory default setting. Print data maintains its position with respect to edge of the paper.<br>• When Whole is selected, document margins are calculated from the top left corner of the physical edge of the page.<br>• Printing does not occur outside the printable area. |

| Menu item | Description |
| --- | --- |
| **Character Set**<br>1<br>2 | Specifies a default character set for PPDS print jobs<br>**Notes:**<br>• 2 is the factory default setting. Character Set 2 is composed of printable characters and symbols used in non-US English languages.<br>• When Characters Set 1 is selected, values given to the printer are interpreted as printer commands. |
| **Best Fit**<br>On<br>Off | Replaces a missing font with a similar font<br>**Note:** On is the factory default setting. If the requested font is not found, the printer will use a similar font. |
| **Tray 1 Renumber**<br>Off<br>Tray 2 | Configures the printer to work with printer software or programs that use different source assignments for trays, drawers, and feeders<br>**Notes:**<br>• Off is the factory default setting.<br>• Tray 2 is displayed only when it is installed. |
| **Auto CR after LF**<br>On<br>Off | Specifies whether the printer automatically performs a carriage return (CR) after a line feed (LF) control command<br>**Notes:**<br>• Off is the factory default setting.<br>• Settings are duplicated in the PCL Emulation menu. |
| **Auto LF after CR**<br>On<br>Off | Specifies whether the printer automatically performs a line feed (LF) after a carriage return (CR) control command<br>**Notes:**<br>• Off is the factory default setting.<br>• Settings are duplicated in the PCL Emulation menu. |

## HTML menu

| Menu item | | Description |
|---|---|---|
| **Font Name**<br>Antique Olive<br>Apple Chancery<br>Arial MT<br>Avant Garde<br>Bodoni<br>Bookman<br>Chicago<br>Clarendon<br>Cooper Black<br>Copperplate<br>Coronet<br>Courier<br>Eurostile<br>Garamond<br>Geneva<br>Gill Sans<br>Goudy<br>Helvetica<br>Hoefler Text | Intl CG Times<br>Intl Courier<br>Intl Univers<br>Joanna MT<br>Letter Gothic<br>Lubalin Graph<br>Marigold<br>MonaLisa Recut<br>Monaco<br>New CenturySbk<br>New York<br>Optima<br>Oxford<br>Palatino<br>StempelGaramond<br>Taffy<br>Times<br>TimesNewRoman<br>Univers<br>Zapf Chancery | Sets the default font for HTML documents<br>**Notes:**<br>• The Times font will be used in HTML documents that do not specify a font.<br>• The following fonts appear only if the appropriate DBCS font card is installed: HG-GothicB, MSung-Light, MD_DotumChe, and MingMT-Light. |

| Menu item | Description |
|---|---|
| **Font Size**<br>1–255 pt | Sets the default font size for HTML documents<br>**Notes:**<br>• 12 pt is the factory default setting.<br>• Font size can be increased in 1-point increments. |
| **Scale**<br>1–400% | Scales the default font for HTML documents<br>**Notes:**<br>• 100% is the factory default setting.<br>• Scaling can be increased in 1% increments. |
| **Orientation**<br>Portrait<br>Landscape | Sets the page orientation for HTML documents<br>**Note:** Portrait is the factory default setting. |
| **Margin Size**<br>8–255 mm | Sets the page margin for HTML documents<br>**Notes:**<br>• 19 mm is the factory default setting.<br>• Margin size can be increased in 1-mm increments. |

| Menu item | Description |
|---|---|
| **Backgrounds**<br>Do Not Print<br>Print | Specifies whether to print backgrounds on HTML documents<br>**Note:** Print is the factory default setting. |

## Image menu

| Menu item | Description |
|---|---|
| **Auto Fit**<br>On<br>Off | Selects the optimal paper size, scaling, and orientation<br>**Notes:**<br>• On is the factory default setting.<br>• The On setting overrides scaling and orientation settings for some images. |
| **Invert**<br>On<br>Off | Inverts bi-tonal monochrome images<br>**Notes:**<br>• Off is the factory default setting.<br>• The font size can be increased in 1-point increments.<br>• This setting does not apply to GIF or JPEG images. |
| **Scaling**<br>Anchor Top Left<br>Best Fit<br>Anchor Center<br>Fit Height/Width<br>Fit Height<br>Fit Width | Scales the image to fit the selected paper size<br>**Notes:**<br>• Best Fit is the factory default setting.<br>• When Auto Fit is set to On, Scaling is automatically set to Best Fit. |
| **Orientation**<br>Portrait<br>Landscape<br>Rev Portrait<br>Rev Landscape | Sets the image orientation<br>**Note:** Portrait is the factory default setting. |

# Help menu

The Help menu consists of Help pages that are stored in the printer as PDFs. They contain reference information about using the printer and performing tasks. You may select to print each one individually, or select **`Print all guides`** to print all of them at one time.

English, French, German, and Spanish translations are stored in the printer. Other translations are available on the *Software and Documentation* CD.

# Maintaining the printer

Periodically, certain tasks are required to maintain optimum print quality.

## Cleaning the exterior of the printer

1. Make sure that the printer is turned off and unplugged from the wall outlet.

   **CAUTION—SHOCK HAZARD:** To avoid the risk of electric shock when cleaning the exterior of the printer, unplug the power cord from the wall outlet and disconnect all cables to the printer before proceeding.

2. Remove all paper from the printer.
3. Dampen a clean, lint-free cloth with water.

   **Warning—Potential Damage:** Do not use household cleaners or detergents, as they may damage the finish of the printer.

4. Wipe only the outside of the printer.

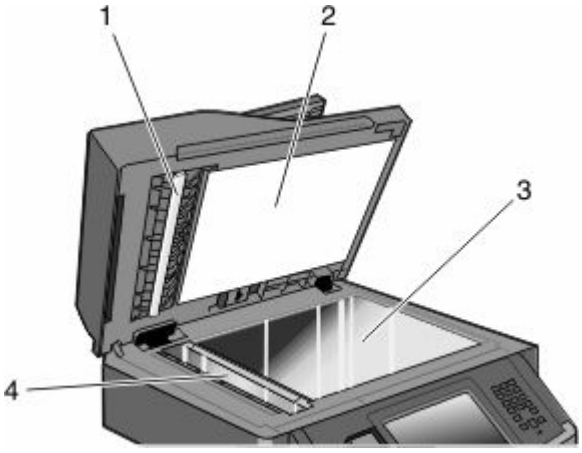
   **Warning—Potential Damage:** Using a damp cloth to clean the interior may cause damage to your printer.

5. Make sure all areas of the printer are dry before beginning a new print job.

## Cleaning the scanner glass

If you encounter print quality problems, such as streaks on copied or scanned images, clean the areas shown.

1. Slightly dampen a soft, lint-free cloth or paper towel with water.
2. Open the scanner cover.




| | |
|---|---|
| **1** | White underside of the ADF cover |
| **2** | White underside of the scanner cover |
| **3** | Scanner glass |
| **4** | ADF glass |

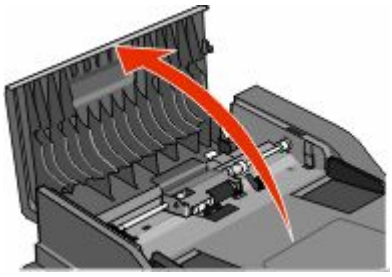
3 Wipe the areas shown and let them dry.

4 Close the scanner cover.

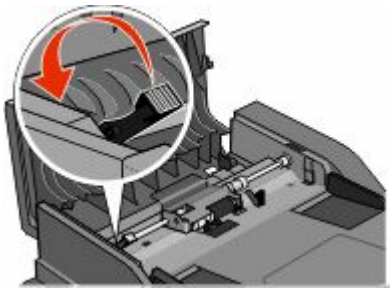
# Cleaning the ADF separator rollers

After you have copied over 50,000 copies using the ADF, clean the ADF separator rollers.

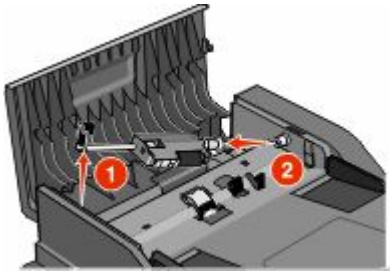
1 Open the ADF cover.



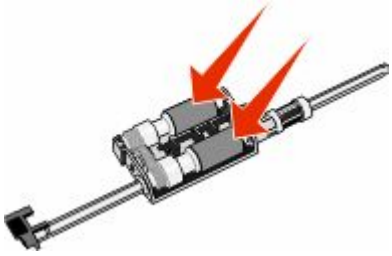
2 Unlock the separator roll.



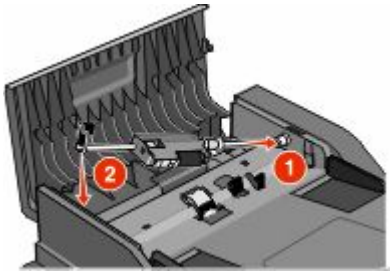
3 Remove the separator roll.



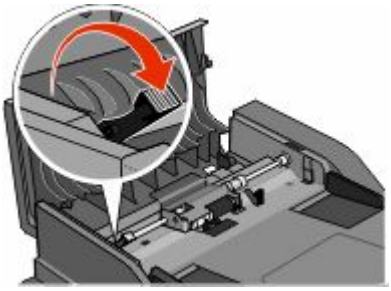

4 Use a clean, lint-free cloth dampened with water to wipe the separator rollers.



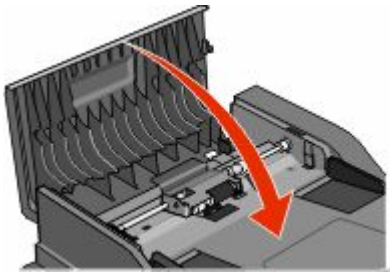
5 Reinstall the separator roll.




6 Lock the separator roll.



7 Close the ADF cover.



# Adjusting scanner registration

Scanner Registration is a process to align the scan area with the paper location. To manually adjust the scanner registration:

1 Turn the printer off.

2 Clean the scanner glass and backing material.

3 Hold down 3 and 6 until the progress bar appears.

4 Release the buttons.

The printer performs a power-on sequence, and then the Diagnostic menu appears.

5 Touch the up or down arrow until **`Scanner Test`** appears.

6 Touch **Scanner Test**.

7 Touch the up or down arrow until **`Scanner Manual Registration`** appears.

8 Touch **Scanner Manual Registration**.

9 Touch the left and right arrows to change the settings.

10 Touch **Submit**.

# Storing supplies

Choose a cool, clean storage area for the printer supplies. Store supplies right side up in their original packing until you are ready to use them.

Do not expose supplies to:

- Direct sunlight
- Temperatures above 35°C (95°F)
- High humidity above 80%
- Salty air
- Corrosive gases
- Heavy dust

# Checking the status of supplies

A message appears on the display when a replacement supply item is needed or when maintenance is required.

## Checking the status of supplies from the printer control panel

1 Make sure the printer is on and **Ready** appears.

2 On the home screen, touch **Status/Supplies**.

**Note:** If **Status/Supplies** is not on the home screen, then print a menu settings page to review the status of the supplies.

## Checking the status of supplies from a network computer

**Note:** The computer must be connected to the same network as the printer.

1 Type the printer IP address into the address field of your Web browser.

**Note:** If you do not know the IP address of the printer, print a network setup page and locate the IP address in the TCP/IP section.

2 Click **Device Status**. The Device Status page appears, displaying a summary of supply levels.

# Ordering supplies

**Warning—Potential Damage:** Damage caused by the use of a supply or replacement item not produced by the manufacturer of this printer is not covered under warranty. Degraded print quality may result from using supplies or replacement items not produced by the manufacturer of this printer.

**Note:** All life estimates for printer supplies assume printing on letter- or A4-size plain paper.

## Printer attached to a network

1. Type your printer IP address in your Web browser to launch the Dell Configuration Web Tool.
2. Click **www.dell.com/supplies**.

## Printer attached locally to a computer

1. Click or **Start**.
2. Click **All Programs** or **Programs**, and then select the printer program folder from the list.
3. Select **Printer Home**.
4. Choose your printer from the printer drop-down list.
5. Click **Dell Printer Supplies Reorder Application**.

   The **Order Toner Cartridges** window opens.
6. Choose your printer model from the list.
7. Enter your Dell printer Service Tag number.

   **Note:** Your Service Tag number is located inside the front cover of your printer.
8. Click **Visit Dell's cartridge ordering website**.

# Replacing supplies

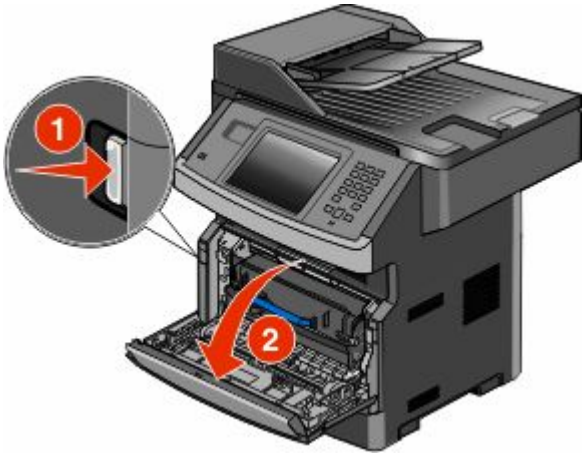
## Replacing the toner cartridge

When `88 Cartridge low` appears, or when you experience faded print, remove the toner cartridge. Firmly shake it side-to-side and front-to-back several times to redistribute the toner, and then reinsert it and continue printing. When shaking the cartridge no longer improves the print quality, replace the toner cartridge.

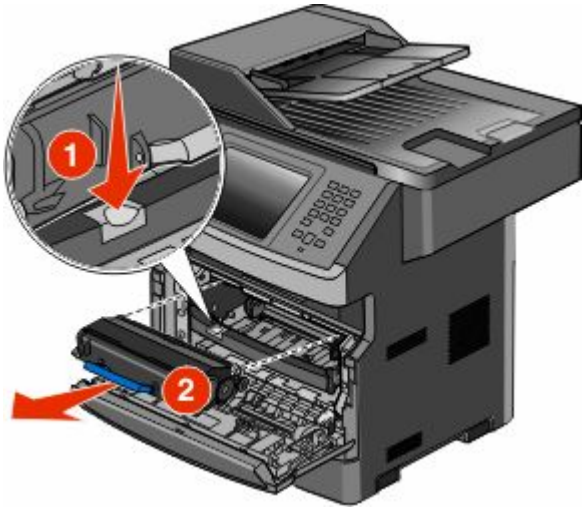
**Note:** You can check to see approximately how much toner is left in your cartridge by printing a menu settings page.

To replace the toner cartridge:

1. Open the front door by pressing the button on the left side of the printer and lowering the door.



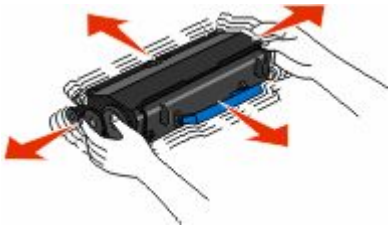

2. Press the button on the base of the photoconductor kit. Pull the toner cartridge up and out using the handle.




3. Unpack the new toner cartridge.

   **Warning—Potential Damage:** When replacing a toner cartridge, do not leave the photoconductor kit exposed to direct light for an extended period of time. Extended light exposure can cause print quality problems.

4. Rotate the cartridge in all directions to distribute the toner.



5 Install the new toner cartridge by aligning the rollers on the toner cartridge with the arrows on the tracks of the photoconductor kit. Push the toner cartridge in as far as it will go. The cartridge *clicks* into place when correctly installed.

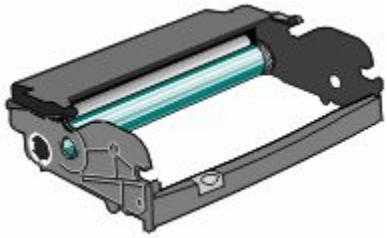
6 Close the front door.

## Replacing the photoconductor kit

The printer automatically notifies you before the photoconductor kit reaches a page maximum by showing **`84 PC Kit life warning`** or **`84 Replace PC Kit`** on the display. You can also see the status of the photoconductor kit by printing a menu settings page.

When **`84 PC Kit life warning`** or **`84 Replace PC Kit`** first appears, you should immediately order a new photoconductor kit. While the printer may continue to function properly after the photoconductor kit has reached its official end-of-life, print quality significantly decreases.

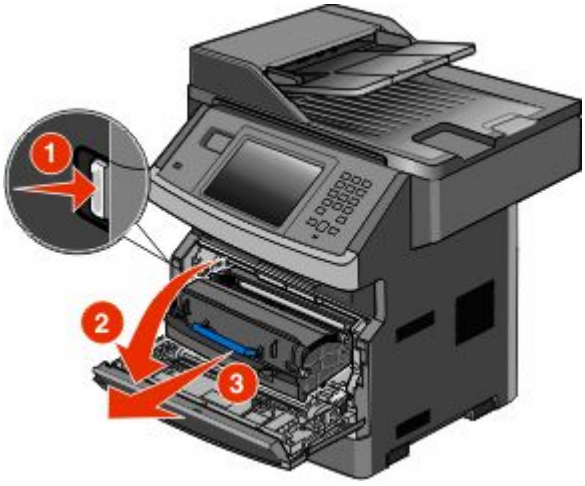
**Note:** The photoconductor kit is one item only.



1 Open the front door by pressing the button on the left side of the printer and lowering the front door.

2 Pull the photoconductor kit and toner cartridge out of the printer as a unit by pulling on the toner cartridge handle.

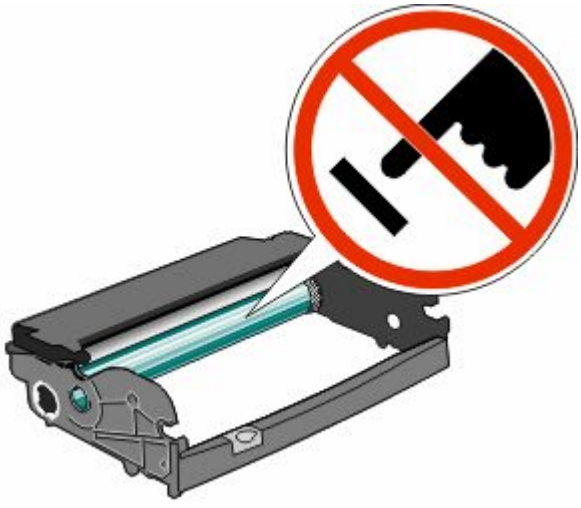
**Note:** The photoconductor kit and toner cartridge form a unit.



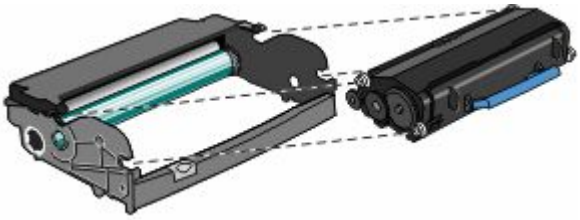

Place the unit on a flat, clean surface.

3 Press the button on the base of the photoconductor kit. Pull the toner cartridge up and out using the handle.

4 Unpack the new photoconductor kit. Be careful not to touch the photoconductor drum.



5 Insert the toner cartridge into the photoconductor kit by aligning the rollers on the toner cartridge with the tracks. Push the toner cartridge until it *clicks* into place.



6 Install the unit into the printer by aligning the arrows on the guides of the unit with the arrows in the printer. Push the unit as far as it will go.

7 After you replace the photoconductor kit, reset the photoconductor counter. To reset the counter, see the instruction sheet that came with the new photoconductor kit.

**Warning—Potential Damage:** Resetting the photoconductor counter without replacing the photoconductor may damage your printer and void your warranty.

8 Close the front door.

# Recycling Dell products

To return Dell products for recycling:

1 Visit our Web site at **www.dell.com/recycling**.

2 Select your country from the list.

3 Follow the instructions on the computer screen.

# Moving the printer to another location

**Warning—Potential Damage:** Damage to the printer caused by improper moving is not covered by the printer warranty.

**CAUTION—POTENTIAL INJURY:** The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to move it safely.

**CAUTION—POTENTIAL INJURY:** Follow these guidelines to avoid personal injury or printer damage:

- Turn the printer off using the power switch, and then unplug the power cord from the wall outlet.
- Disconnect all cords and cables from the printer before moving it.
- Remove all printer options before moving the printer.
- Use the handholds located on both sides of the printer to lift it.
- Make sure your fingers are not under the printer when you set it down.
- Before setting up the printer, make sure there is adequate clearance around it. For more information, see "Selecting a location for the printer" on page 20.

The printer and options can be safely moved to another location by following these precautions:

- Any cart used to move the printer must be able to support its weight and have a large enough surface to support the full footprint of the printer.
- Keep the printer in an upright position.
- Avoid severe jarring movements.

# Shipping the printer

When shipping the printer, use the original packaging or call the place of purchase for a relocation kit.

# Administrative support

## Using the Embedded Web Server

If the printer is installed on a network, the Embedded Web Server is available for a range of functions including:

- Viewing a virtual display of the printer control panel
- Checking the status of the printer supplies
- Configuring printer settings
- Configuring network settings
- Viewing reports

To access the Embedded Web Server, type the printer IP address into the address field of your Web browser.

## Checking the device status

From the Device Status page of the Embedded Web Server, it is possible to see tray settings, the level of toner in the toner cartridge, the percentage of life remaining in the photoconductor kit, and capacity measurements of certain printer parts. To access the device status:

1. Type the printer IP address in the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, print a network setup page and locate the IP address in the TCP/IP section.

2. Click the **Device Status** tab.

## Setting up e-mail alerts

You can have the printer send you an e-mail when the supplies are getting low or when the paper needs to be changed, added, or unjammed.

To set up e-mail alerts:

1. Type the printer IP address into the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Settings**.
3. Under Other Settings, click **E-mail Alert Setup**.
4. Select the items for notification, and type in the e-mail addresses.
5. Click **Submit**.

**Note:** See your system support person to set up the e-mail server.

# Viewing reports

You can view some reports from the Embedded Web Server. These reports are useful for assessing the status of the printer, the network, and supplies.

To view reports from a network printer:

1. Type the printer IP address into the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Reports**, and then click the type of report you want to view.

# Restoring the factory default settings

If you want to retain a list of the current menu settings for reference, then print a menu settings page before you restore the factory default settings. For more information, see "Printing a menu settings page" on page 52.

**Warning—Potential Damage:** Restoring factory defaults returns most printer settings to the original factory default setting. Exceptions include the display language, custom sizes and messages, and Network/Port menu settings. All downloads stored in RAM are deleted. Downloads stored in flash memory or on a printer hard disk are not affected.

1. Make sure the printer is on and **`Ready`** appears.
2. On the home screen, touch .
3. Touch **Settings**.
4. Touch **General Settings**.
5. Touch the down arrow until **`Factory Defaults`** appears.
6. Touch the left or right arrow until **`Restore Now`** appears.
7. Touch **Submit**.
8. Touch .

# Clearing jams

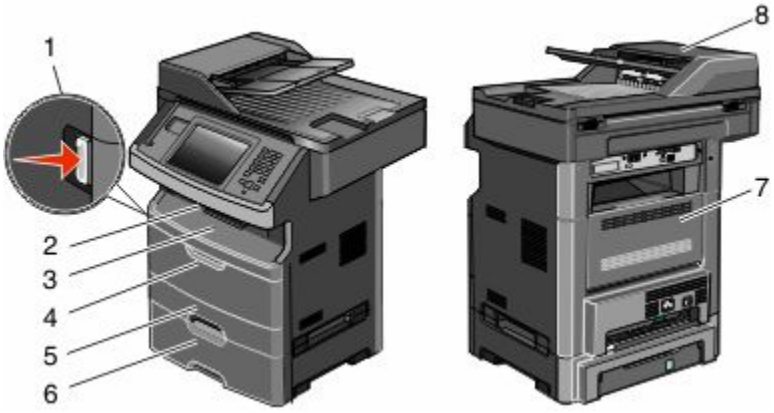
By carefully selecting paper and loading it properly, you can avoid most jams. If jams do occur, follow the steps outlined in this section.

To clear a jam message and resume printing, clear the entire paper path, and then touch **Continue**. If Jam Recovery is set to On, then the printer prints a new copy of the page that jammed. If Jam Recovery is set to Auto, then the printer reprints the jammed page if enough printer memory is available.

## Understanding jam messages and locations

**Note:** To resolve any message, all paper or specialty media must be cleared from the entire paper path.

Open doors and remove trays to access jam areas. The following illustration shows possible jam areas:




| Access point | Description |
|---|---|
| **1** | Push the button to open the front door. Inside are the toner cartridge and photoconductor kit. |
| **2** | Standard exit bin |
| **3** | Front door |
| **4** | Manual or multipurpose feeder door |
| **5** | Standard 250-sheet tray (Tray 1) |
| **6** | Optional 550-sheet tray (Tray 2) |
| **7** | Rear door |
| **8** | Automatic Document Feeder (ADF) |

### Jam message numbers and how to access each jam

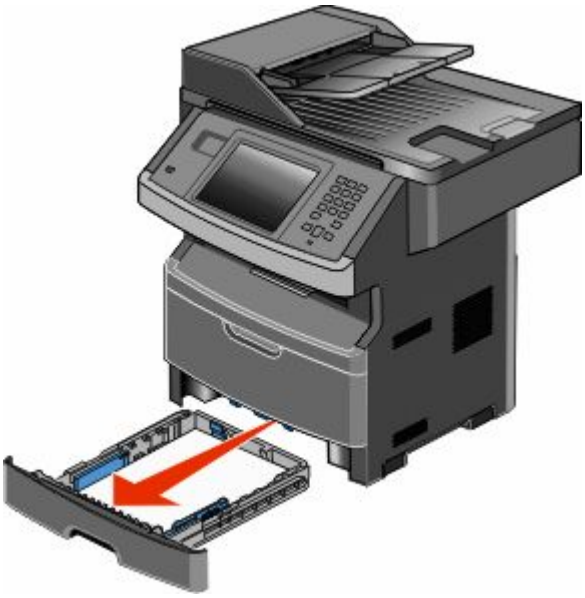
| Jam number | To access the jam |
|---|---|
| 200-201 | Try one or more of the following:<br>• Remove Tray 1.<br>• Open the front door, and then remove the photoconductor kit. |
| 202 | Open the front door, and then open the rear door. |

| Jam number | To access the jam |
|---|---|
| 231 | Open the front door, and then open the rear door. |
| 233 | Remove Tray 1, and then depress the lever.<br>**Note:** For alternative access to the jam, open the front door, and then open the rear door. |
| 234 | Try one or more of the following:<br>• Open the front door, and then open the rear door.<br>• Remove Tray 1, and then depress the lever. |
| 235 | Remove the jam from the standard exit bin. |
| 240-249 | Remove Tray 2. |
| 250 | Open the multipurpose feeder door. |
| 251 | Open the multipurpose feeder door. |
| 290-295 | Try one or more of the following:<br>• Open the ADF cover, and then remove the separator roll.<br>• Open the scanner cover.<br>• Remove the ADF tray. |

# 200 and 201 paper jams

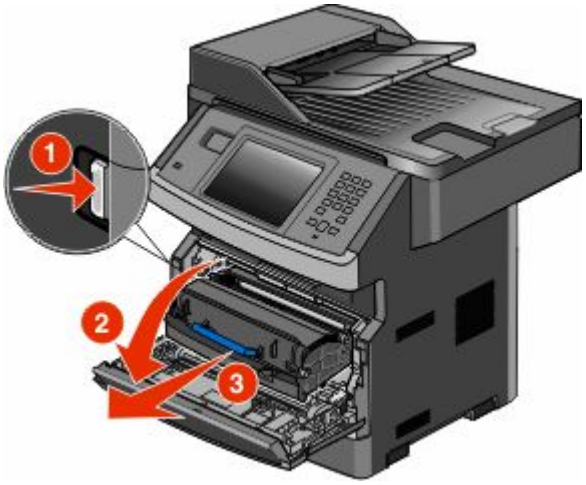
**CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

1 Pull the tray completely out.

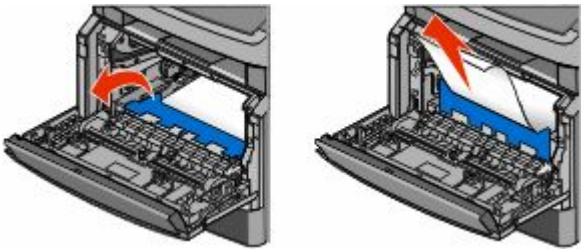


**2** Remove the jam if you see it here.

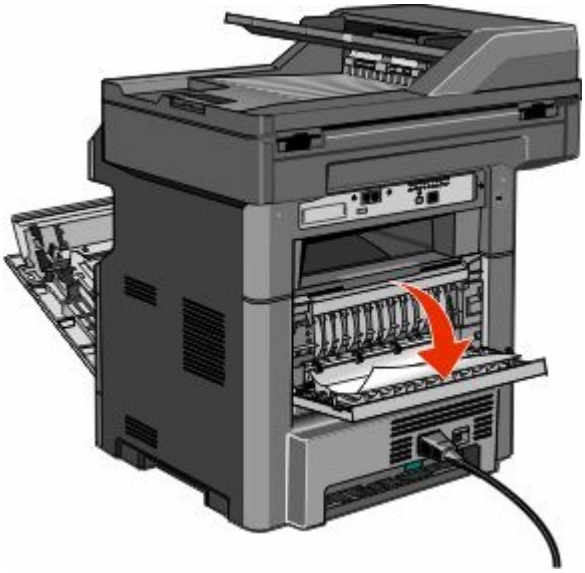
**3** If you do not see the jam, open the front door, and then remove the photoconductor kit and toner cartridge.



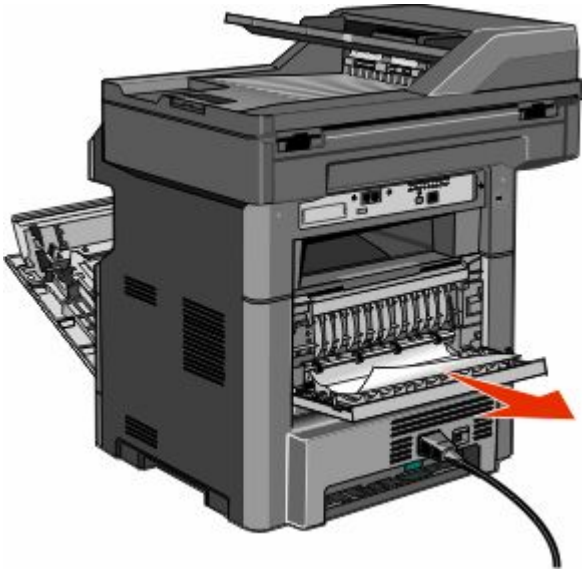

**4** Lift the flap at the front of the printer, and then remove any jammed sheets.



5 If you do not see any jammed sheets, open the rear door.



6 Remove the jam.



7 Close the rear door.

8 Insert the photoconductor kit and toner cartridge.

9 Close the front door.

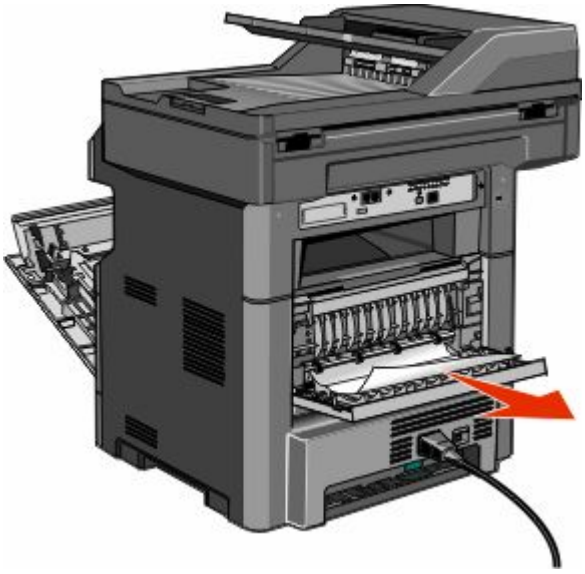
10 Touch **Continue**.

# 202 paper jam

Touch **Status/Supplies** to identify the location of the jam. If the paper is exiting the printer, then pull the paper out, and then touch **Continue**.

If the paper is not exiting the printer:

1 Pull down the rear door.



2 Remove the jammed paper.

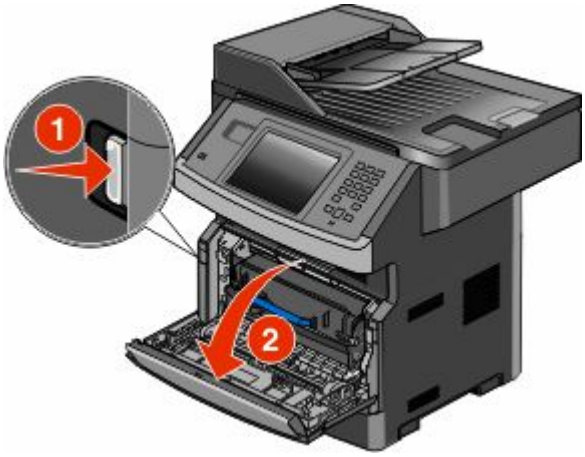
3 Close the rear door.

4 Touch **Continue**.

# 231 paper jam

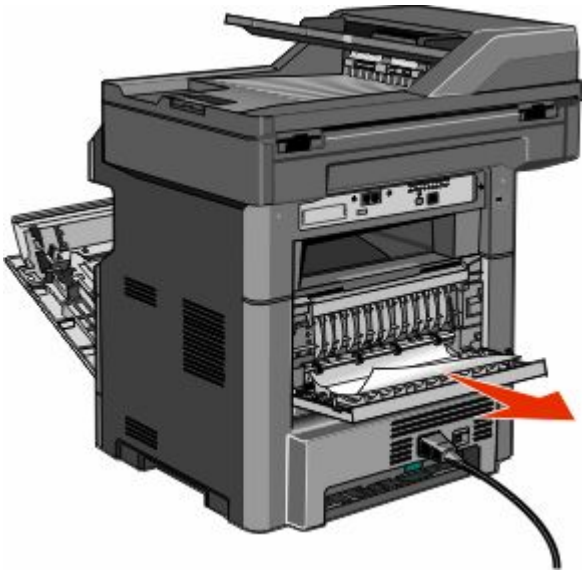
**CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

1 Open the front door.




2 Open the rear door.

**3** Remove the jam.



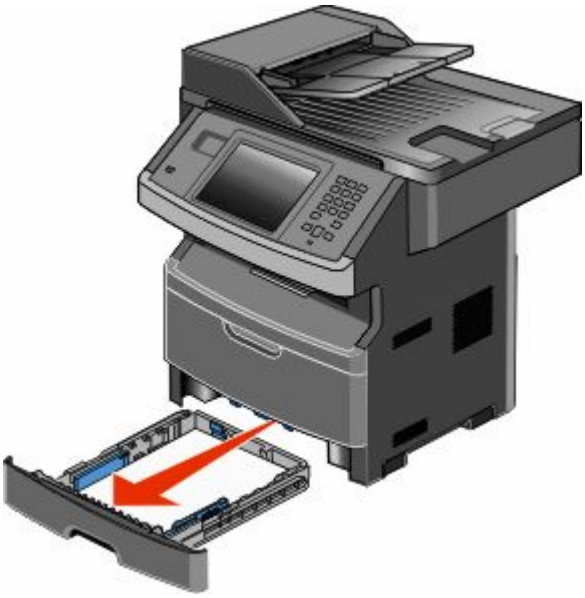
**4** Close the rear door.

**5** Close the front door.

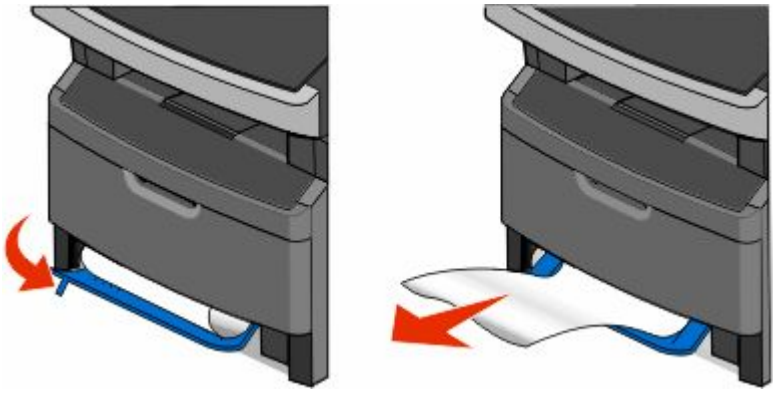
**6** Touch **Continue**.

# 233 paper jam

1 Remove the tray from the printer.



2 Locate the lever shown, and then pull it down to release and remove the jammed sheets.



3 Insert the tray.

4 Touch **Continue**.

If this does not clear the jam, complete the steps in “231 paper jam” on page 244.

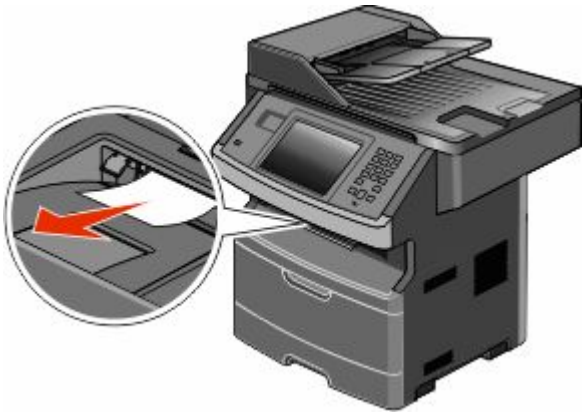
# 234 paper jam

A single jam or multiple jams are in the duplex area of the printer. To locate and remove the jammed sheets, complete all the steps in:

- “231 paper jam” on page 244
- “233 paper jam” on page 246

# 235 paper jam

1 Gently pull the jammed sheet out of the standard exit bin.



2 Touch **Continue**.

# 240–249 paper jams

1 Touch **Status/Supplies** to identify the location of the jam.

2 Pull the standard tray out.

3 Remove any jammed paper.

4 Insert the tray, and then touch **Continue**.

5 If the jam message persists, then pull out any optional trays.

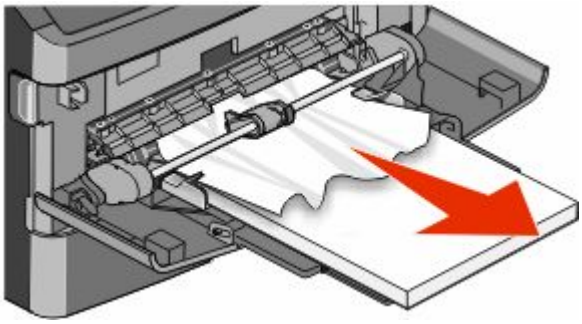
6 Remove the jammed paper, and then insert the trays.

7 Touch **Continue**.

# 250 paper jam

1 Touch **Status/Supplies** to identify the location of the jam.

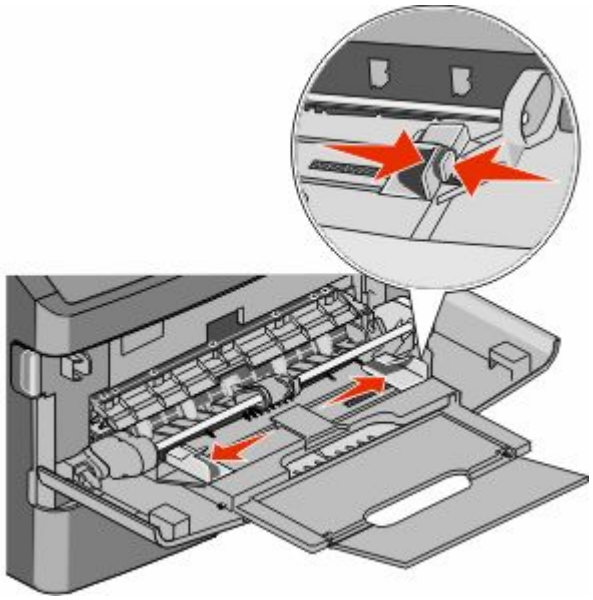
2 Remove the paper from the multipurpose feeder.



3 Flex the sheets of paper back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.

4 Load the paper into the multipurpose feeder.

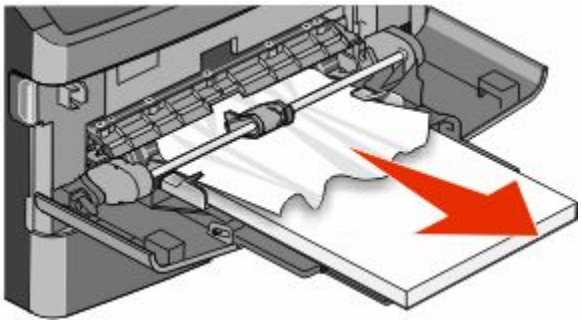
5 Slide the paper guide toward the inside of the tray until it lightly rests against the edge of the paper.



6 Touch **Continue**.

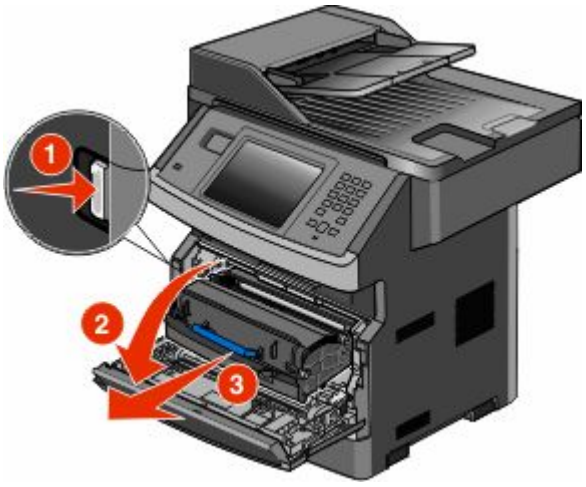
# 251 paper jam

A sheet of paper failed to feed from the multipurpose feeder. If it is visible, gently pull the jammed sheet out.

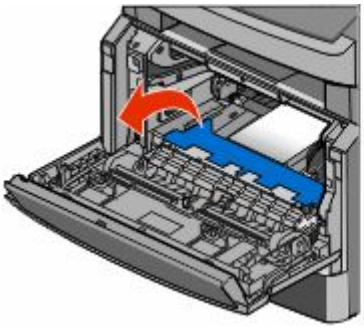


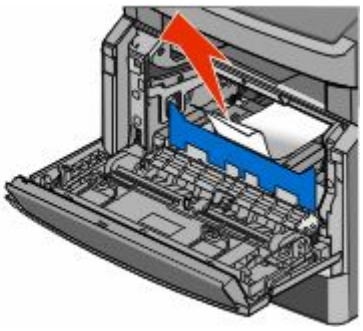
If the sheet is not visible, complete the following steps:

1. Open the front door, and then remove the photoconductor kit and toner cartridge.




2. Lift the flap at the front of the printer, and then remove any jams.





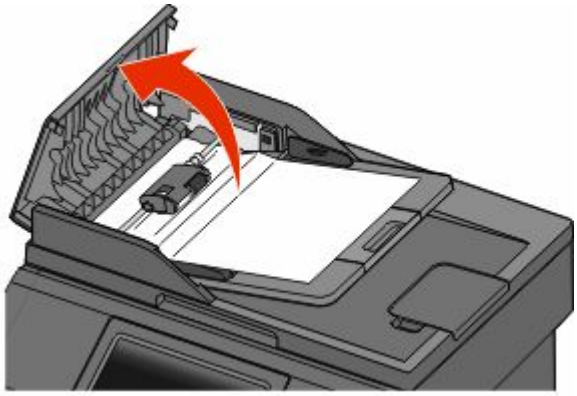
3. Reinsert the photoconductor kit and toner cartridge.
4. Close the front door.
5. Touch **Continue**.

# 290–294 paper jams

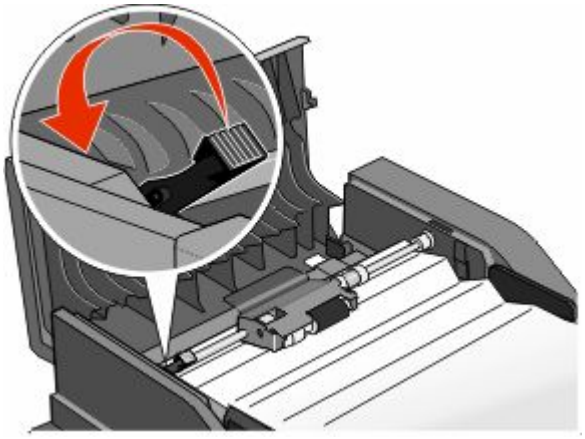
## Clearing jams under the ADF cover

1 Remove all original documents from the ADF.

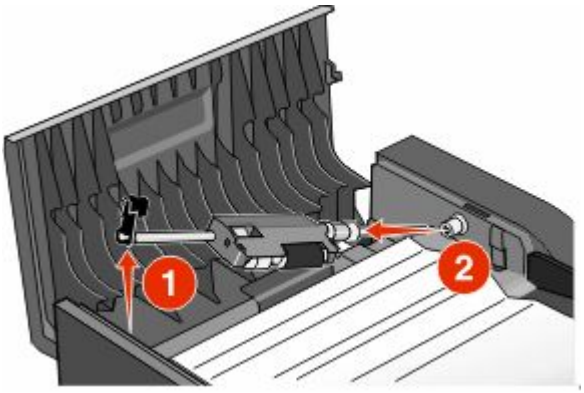
2 Open the ADF cover.



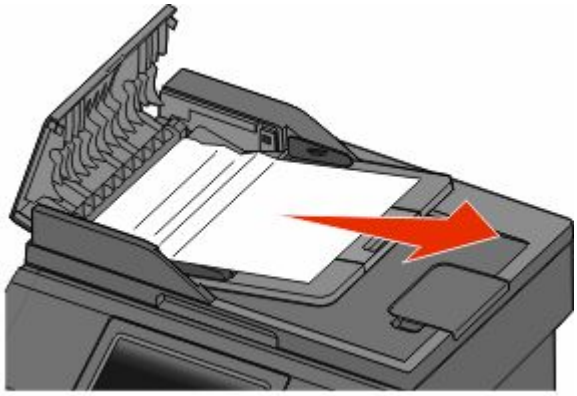
3 Unlock the separator roll.



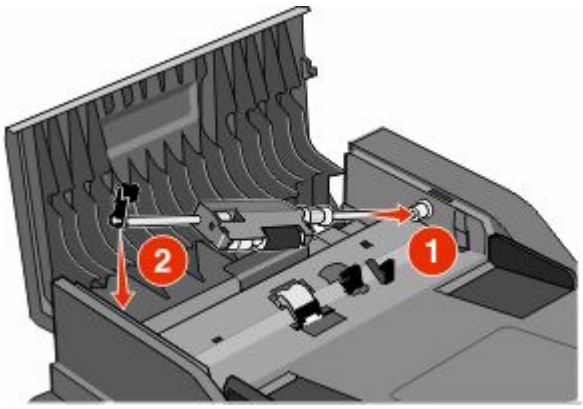
4 Remove the separator roll.



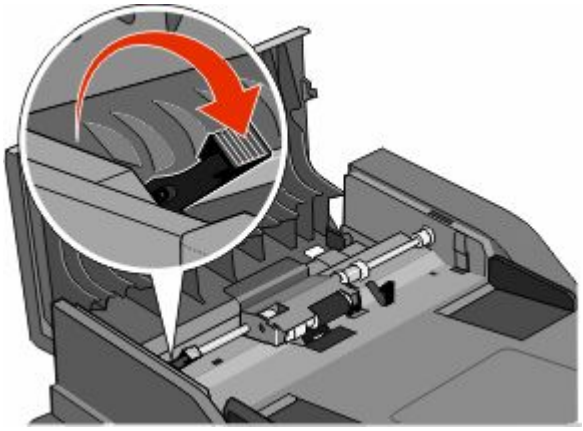
**5** Remove the jammed paper.



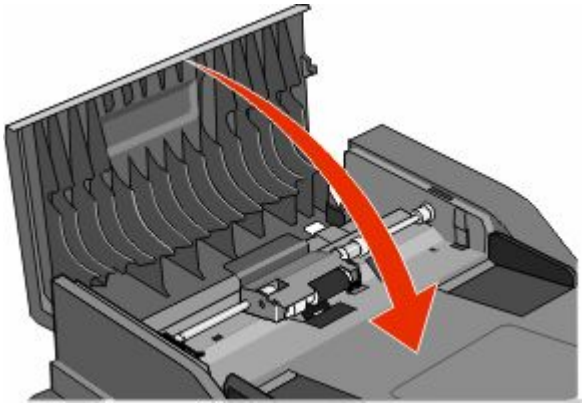
**6** Reinstall the separator roll.




**7** Lock the separator roll.



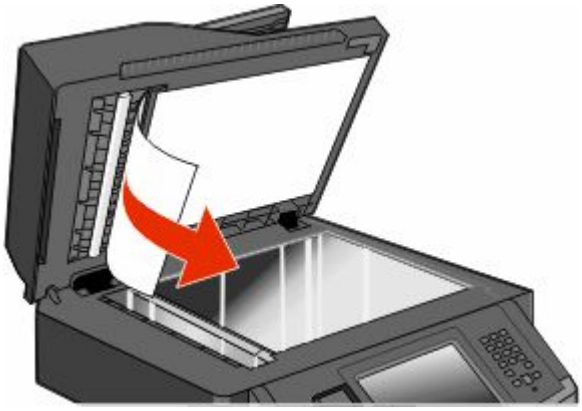
8 Close the ADF cover.



9 Touch **Continue**.

## Clearing ADF jams by lifting the scanner cover

1 Open the scanner cover, and then remove any jammed pages.

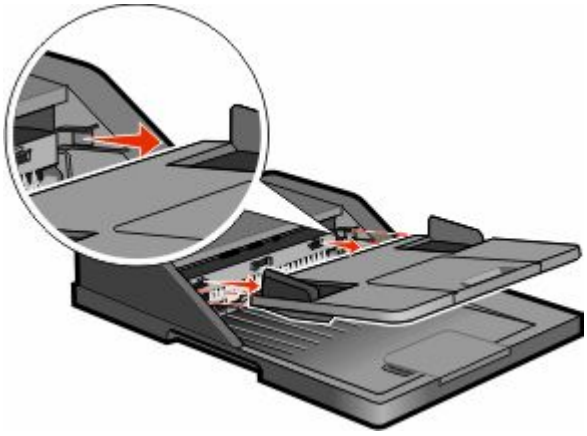


2 Touch **Continue**.

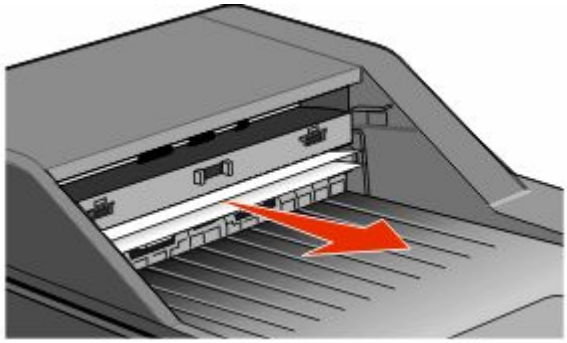
# Clearing ADF duplex jams

If you are making a two-sided copy in the ADF, and your original document jams, it may be necessary to perform the following steps to clear the jam:

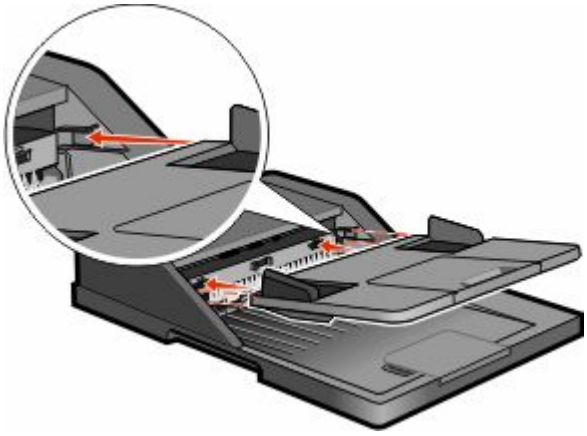
1 Remove the ADF input tray.



2 Pull out the jammed paper by pulling the sheet on the bottom.



3 Reinstall the ADF input tray.



4 Touch **Continue**.

# Troubleshooting

## Solving basic printer problems

If there are basic printer problems, or the printer is unresponsive, make sure:

- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The printer is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electronic equipment plugged into the outlet is working.
- The printer is turned on. Check the printer power switch.
- The printer cable is securely attached to the printer and the host computer, print server, option, or other network device.
- All options are properly installed.
- The printer driver settings are correct.

Once you have checked each of these possibilities, turn the printer off, wait for about 10 seconds, and then turn the printer back on. This often fixes the problem.

## Printer control panel display is blank or displays only diamonds

The printer self test failed. Turn the printer off, wait about 10 seconds, and then turn the printer on.

If **Ready** does not appear, then turn the printer off and contact Customer Support.

## Understanding printer messages

### Change <input src> to <Custom Type Name>

You can change the current paper source for the remainder of the print job. The formatted page will print on the paper loaded in the selected tray. This may cause clipping of text or images. Try one or more of the following:

- Select the paper tray with the correct paper size or type.
- Touch **Use current [src]** to ignore the message and print from the tray selected for the print job.
- Touch **Continue** to continue the job if the correct size and type are loaded in the tray, and this size and type are specified in the printer control panel Paper menu.

  **Note:** If you touch Continue when there is no paper in the tray, the job is not continued.
- Touch **Cancel job** to cancel the current job.

## Change <input src> to <Custom String>

You can change the current paper source for the remainder of the print job. The formatted page will print on the paper loaded in the selected tray. This may cause clipping of text or images. Try one or more of the following:

- Select the paper tray with the correct paper size or type.
- Touch **Use current [src]** to ignore the message and print from the tray selected for the print job.
- Touch **Continue** to continue the job if the correct size and type are loaded in the tray, and this size and type are specified in the printer control panel Paper menu.

  **Note:** If you touch Continue when there is no paper in the tray, the job is not continued.
- Touch **Cancel job** to cancel the current job.

## Change <input src> to <size>

You can change the current paper source for the remainder of the print job. The formatted page will print on the paper loaded in the selected tray. This may cause clipping of text or images. Try one or more of the following:

- Select the paper tray with the correct paper size or type.
- Touch **Use current [src]** to ignore the message and print from the tray selected for the print job.
- Touch **Continue** to continue the job if the correct size and type are loaded in the tray, and this size and type are specified in the printer control panel Paper menu.

  **Note:** If you touch Continue when there is no paper in the tray, the job is not continued.
- Touch **Cancel job** to cancel the current job.

## Change <input src> to <type> <size>

You can change the current paper source for the remainder of the print job. The formatted page will print on the paper loaded in the selected tray. This may cause clipping of text or images. Try one or more of the following:

- Select the paper tray with the correct paper size or type.
- Touch **Use current [src]** to ignore the message and print from the tray selected for the print job.
- Touch **Continue** to continue the job if the correct size and type are loaded in the tray, and this size and type are specified in the printer control panel Paper menu.

  **Note:** If you touch Continue when there is no paper in the tray, the job is not continued.
- Touch **Cancel job** to cancel the current job.

## Check tray <x> connection

Try one or more of the following:

- Turn the printer off and then back on.

  If the error occurs a second time:

  1. Turn the printer off.
  2. Unplug the power cord from the wall outlet.
  3. Remove the tray.
  4. Reattach the tray.

5 Connect the power cord to a properly grounded outlet.

6 Restart the printer.

If the error occurs again:

1 Turn the printer off.

2 Unplug the power cord from the wall outlet.

3 Remove the tray.

4 Contact Customer Support.

- Touch **Continue** to clear the message and print without using the tray.

## Close door or insert cartridge

The cartridge is missing or not installed correctly. Insert the cartridge and close all doors and covers.

## Close front door

Close the front door of the printer.

## Disk corrupted

The printer attempted a hard disk recovery on a corrupted hard disk, and the hard disk cannot be repaired. The hard disk must be reformatted.

Touch **Reformat disk** to reformat the hard disk and clear the message.

**Note:** Reformatting the disk deletes all the files currently stored on the disk.

## SMTP server not set up. Contact system administrator.

An error occurred on the SMTP server, or the SMTP server is not configured properly. Touch **Continue** to clear the message. If the message appears again, contact your system support person.

## No analog phone line connected to modem, fax is disabled.

The printer is not detecting an analog phone line, so the fax is disabled. Connect the printer to an analog phone line.

## Memory full, cannot print faxes

There is not enough memory to print the fax job.

Touch **Continue** to clear the message without printing. Held faxes will attempt to print after the printer has been restarted.

## Fax memory full

There is not enough memory to send the fax job.

Touch **Continue** to clear the message.

## Fax partition inoperative. Contact system administrator.

The fax partition appears to be corrupted. Try one or more of the following:

- Touch **Continue** to clear the message.
- Turn the printer off and then back on to reset the printer. If the message appears again, then contact your system support person.

## Fax server 'To Format' not set up. Contact system administrator.

The printer is in Fax Server mode, but the Fax Server setup has not been completed.

Try one or more of the following:

- Touch **Continue** to clear the message.
- Complete the Fax Server setup. If the message appears again, contact your system support person.

## Some held jobs were not restored

Touch **Continue** to delete the specified job.

**Note:** Some held jobs are not restored. They stay on the hard disk and are inaccessible.

## 37 Insufficient memory, some held jobs will not be restored

The printer was unable to restore some or all of the confidential or held jobs on the printer hard disk.

Touch **Continue** to clear the message.

## 57 Configuration change, held jobs were not restored

Since the time the jobs were stored on the printer hard disk something has changed in the printer to invalidate the held jobs. Possible changes include:

- The printer firmware has been updated.
- Paper input, output, or duplex options needed for the print job were removed.
- The print job was created using data from a device in the USB port and the device is no longer in the port.
- The printer hard disk contains jobs that were stored while installed in a different printer model.

Touch **Continue** to clear the message.

## Load <input src> with <Custom Type Name>

Try one or more of the following:

- Load the specified paper in the tray.
- Touch **Continue** to clear the message and continue printing.

  If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it prints from the default source.
- Cancel the current job.

## Load <input src> with <Custom String>

Try one or more of the following:

- Load the specified paper in the tray.
- Touch **Continue** to clear the message and continue printing.

  If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it prints from the default source.
- Cancel the current job.

## Load <input src> with <size>

Try one or more of the following:

- Load the specified paper in the tray.
- Touch **Continue** to clear the message and continue printing.

  If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it prints from the default source.
- Cancel the current job.

## Load <input src> with <type> <size>

Try one or more of the following:

- Load the specified paper in the tray.
- Touch **Continue** to clear the message and continue printing.

  If the printer finds a tray that has the correct paper type and size, it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, it prints from the default source.
- Cancel the current job.

## Load Manual Feeder with <Custom Type Name>

Try one or more of the following:

- Load the specified paper in the multipurpose feeder.
- Touch **Continue** to clear the message and continue printing.

  If the printer finds a tray that has the correct paper type and size, then it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, then it prints from the default source.
- Cancel the current job.

## Load Manual Feeder with <Custom String>

Try one or more of the following:

- Load the specified paper in the multipurpose feeder.
- Touch **Continue** to clear the message and continue printing.

  If the printer finds a tray that has the correct paper type and size, then it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, then it prints from the default source.
- Cancel the current job.

## Load Manual Feeder with <size>

Try one or more of the following:

- Load the specified paper in the multipurpose feeder.
- Touch **Continue** to clear the message and continue printing.

  If the printer finds a tray that has the correct paper type and size, then it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, then it prints from the default source.
- Cancel the current job.

## Load Manual Feeder with <type> <size>

Try one or more of the following:

- Load the specified paper in the multipurpose feeder.
- Touch **Continue** to clear the message and continue printing.

  If the printer finds a tray that has the correct paper type and size, then it feeds from that tray. If the printer cannot find a tray with the correct paper type and size, then it prints from the default source.
- Cancel the current job.

## Remove paper from standard output bin

Remove the stack of paper from the standard exit bin.

## Restore Held Jobs?

Try one or more of the following:

- Touch **Continue** to restore all held jobs stored on the printer hard disk.
- Touch **Do not restore** if you do not want any print jobs to be restored.

## Unsupported USB device, please remove

Remove the unrecognized USB device.

## Unsupported USB hub, please remove

Remove the unrecognized USB hub.

## Unsupported disk

An unsupported printer hard disk has been installed. Remove the unsupported device, and then install a supported one.

## 30.yy Invalid refill, change cartridge

An unsupported, refilled toner cartridge is installed. Remove the toner cartridge, and then install a new one.

## 31.yy Replace defective or missing cartridge

The toner cartridge is either missing or not functioning properly.

Try one or more of the following:

- Remove the toner cartridge, and then reinstall it.
- Remove the toner cartridge, and then install a new one.

## 32.yy Cartridge part number unsupported by device

Remove the toner cartridge, and then install a supported one.

## 34 Short paper

Try one or more of the following:

- Load the appropriate paper or other specialty media in the proper tray.
- Touch **Continue** to clear the message and print the job using a different paper tray.
- Check tray length and width guides and make sure the paper is properly loaded in the tray.
- Check the Print Properties or Print dialog settings to make sure the print job is requesting the correct paper size and type.
- Check that the paper size is correctly set. For example, if the MP Feeder Size is set to Universal, make sure the paper is large enough for the data being printed.
- Cancel the current print job.

## 35 Insufficient memory to support Resource Save feature

Try one or more of the following:

- Touch **Continue** to disable Resource Save and continue printing.
- To enable Resource Save after receiving this message, make sure the link buffers are set to Auto, and then exit the menus to activate the link buffer changes. When **Ready** appears, enable Resource Save.
- Install additional memory.

## 37 Insufficient memory to collate job

Try one or more of the following:

- Touch **Continue** to print the portion of the job already stored and begin collating the rest of the print job.
- Cancel the current print job.

## 37 Insufficient memory, some Held Jobs were deleted

The printer deleted some held jobs in order to process current jobs.

Touch **Continue** to clear the message.

## 38 Memory full

Try one or more of the following:

- Touch **Continue** to clear the message.
- Cancel the current print job.
- Install additional printer memory.

## 39 Complex page, some data may not have printed

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Cancel the current print job.
- Install additional printer memory.

## Fax failed

The fax failed to be sent. Wait for the message to clear.

## 50 PPDS font error

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- The printer cannot find a requested font. From the PPDS menu, select **Best Fit**, and then select **On**. The printer will find a similar font and reformat the affected text.
- Cancel the current print job.

## 51 Defective flash detected

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Cancel the current print job.

## 52 Not enough free space in flash memory for resources

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.

  Downloaded fonts and macros not previously stored in flash memory are deleted.
- Delete fonts, macros, and other data stored in flash memory.
- Upgrade to a larger capacity flash memory card.

## 54 Standard network software error

Try one or more of the following:

- Touch **Continue** to continue printing.
- Turn the printer off and then back on to reset the printer.
- Upgrade (flash) the network firmware in the printer or print server.

## 54 Network <x> software error

<x> is the number of the network connection.

Try one or more of the following:

- Touch **Continue** to continue printing.
- Turn the printer off and then back on to reset the printer.
- Upgrade (flash) the network firmware in the printer or print server.

## 55 Unsupported option in slot <x>

<x> is a slot on the printer system board.

Try one or more of the following:

1. Turn the printer power off.
2. Unplug the power cord from the wall outlet.
3. Remove the unsupported option card from the printer system board.
4. Connect the power cord to a properly grounded outlet.
5. Turn the printer power back on.

## 56 Parallel port <x> disabled

<x> is the number of the parallel port.

Try one or more of the following:

- Touch **Continue** to clear the message.

  The printer discards any data received through the parallel port.
- Make sure the Parallel Buffer menu item is not set to Disabled.

## 56 Serial port <x> disabled

<x> is the number of the serial port.

Try one or more of the following:

- Touch **Continue** to clear the message.

  The printer discards any data received through the serial port.
- Make sure the Serial Buffer menu item is not set to Disabled.

## 56 Standard USB port disabled

Try one or more of the following:

- Touch **Continue** to clear the message.

  The printer discards any data received through the USB port.
- Make sure the USB Buffer menu item is not set to Disabled.

## 56 USB port <x> disabled

<x> is the number of the USB port.

Try one or more of the following:

- Touch **Continue** to clear the message.

  The printer discards any data received through the USB port.
- Make sure the USB Buffer menu item is not set to Disabled.

## 58 Too many flash options installed

1. Turn the printer off.
2. Unplug the power cord from the wall outlet.
3. Remove the excess flash memory.
4. Connect the power cord to a properly grounded outlet.
5. Turn the printer back on.

## 58 Too many trays attached

1. Turn the printer off.
2. Unplug the power cord from the wall outlet.
3. Remove the additional trays.
4. Connect the power cord to a properly grounded outlet.
5. Turn the printer back on.

## 59 Incompatible tray <x>

Try one or more of the following:

- Remove the specified tray.
- Touch **Continue** to clear the message and continue printing without using the specified tray.

## 61 Remove defective disk

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Install a different printer hard disk before performing any operations that require a printer hard disk.

## 62 Disk full

Try one or more of the following:

- Touch **Continue** to clear the message and continue processing.
- Delete fonts, macros, and other data stored on the printer hard disk.
- Install a larger printer hard disk.

## 63 Unformatted disk

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Format the printer hard disk.

If the error message remains, the hard disk may be defective and require replacing.

## 80 Routine maintenance needed

The printer needs to have routine maintenance done. Order a maintenance kit, which contains all the items necessary to replace the pick rollers, the charge roll, the transfer roller, and the fuser.

## 84 PC Kit life warning

The photoconductor kit is near exhaustion.

Try one or more of the following:

- Replace the photoconductor kit.
- Touch **Continue** to clear the message and continue printing.

## 84 Replace PC Kit

The photoconductor kit is exhausted. Install a new photoconductor kit.

## 88 Cartridge low

The toner is low. Replace the toner cartridge, and then touch **Continue** to clear the message and continue printing.

## 1565 Emulation error, load emulation option

The printer automatically clears the message in 30 seconds and then disables the download emulator on the firmware card.

## Scanner ADF Cover Open

The ADF cover is open. The message clears when the cover is closed.

## Scan Document Too Long

The scan job exceeds the maximum number of pages. Touch **Cancel Job** to clear the message.

## Replace all originals if restarting job.

One or more messages which interrupted a scan job are now cleared. Replace the original documents in the scanner to restart the scan job.

Try one or more of the following:

- Touch **Cancel Job** if a scan job is processing when the message appears. This cancels the job and clears the message.
- Touch **Scan from Automatic Document Feeder** if the page jam recovery is active. Scanning resumes from the ADF immediately after the last successfully scanned page.
- Touch **Scan from flatbed** if page jam recovery is active. Scanning resumes from the scanner glass immediately after the last successfully scanned page.
- Touch **Finish job without further scanning** if page jam recovery is active. The job ends at the last successfully scanned page, but the job is not canceled. Successfully scanned pages go to their destination: copy, fax, e-mail, or FTP.
- Touch **Restart job** if job recovery is active. The message clears. A new scan job containing the same parameters as the previous job starts.

## Paper Change: Load Tray<x> <paper type>

The printer is set to print on a paper type that is different from what is loaded in Tray 1. Load Tray 1 with the correct paper type, or change the paper type settings in the Machine Settings menu or Print Properties to match what is loaded in Tray 1.

## 290-295.yy scanner jam

Clear all original documents from the scanner.

## 293 Replace all originals if restarting job.

The scanner was instructed to scan using the ADF but there is no paper in the ADF. Load paper in the ADF.

Try one or more of the following:

- Touch **Continue** if no scan job is active when the attendance message appears. This clears the message.
- Touch **Cancel Job** if a scan job is processing when the attendance message appears. This cancels the job and clears the message.
- Touch **Scan from Automatic Document Feeder** if the page jam recovery is active. Scanning resumes from the ADF immediately after the last successfully scanned page.
- Touch **Scan from flatbed** if page jam recovery is active. Scanning resumes from the flatbed immediately after the last successfully scanned page.

- Touch **Finish job** without further scanning if page jam recovery is active. The job ends at the last successfully scanned page, but the job is not canceled. Successfully scanned pages go to their destination: copy, fax, e-mail, or FTP.
- Touch **Restart job** if job recovery is active and you are able to restart the job. The message clears. A new scan job containing the same parameters as the previous job starts.

## 293.02 Flatbed Cover Open

Close the scanner cover.

## 294 ADF Jam

This jam location may also be identified as **`294.04 Duplex Sensor Off Jam`**, **`294.05 Scan Sensor Off Jam`**, or **`294.06 ADF Backfeed Jam`**. To clear this jam:

1. Remove all pages from the ADF.

   **Note:** The message clears when the pages are removed from the ADF.
2. Flex and fan the pages.
3. Place the pages in the ADF.
4. Adjust the ADF guides.
5. From the printer control panel, press .

## 840.01 Scanner Disabled

This message indicates that the scanner was disabled by the system support person, or the scanner detected a hardware error and disabled itself.

## 840.02 Scanner Auto Disabled

The printer identified a problem with the scanner and automatically disabled it.

1. Remove all pages from the ADF.
2. Turn the printer off.
3. Wait 15 seconds, and then turn the printer on.

   **Note:** If turning the printer off and then on again does not clear the message, then contact your system support person.
4. Place the document in the ADF, and then adjust the paper guides.
5. On the home screen, touch **Copy**, or use the keypad to enter the number of copies.
6. Change the copy settings as needed.
7. Touch **Copy It**.

# Solving printing problems

## Multiple-language PDFs do not print

The documents contain unavailable fonts.

1. Open the document you want to print in Adobe Acrobat.
2. Click the printer icon.

   The Print dialog appears.
3. Select **Print as image**.
4. Click **OK**.

## Jobs do not print

These are possible solutions. Try one or more of the following:

### Make sure the printer is ready to print

Make sure **Ready** or **Power Saver** appears on the display before sending a job to print.

### Check to see if the standard exit bin is full

Remove the stack of paper from the standard exit bin.

### Check to see if the paper tray is empty

Load paper in the tray.

### Make sure the correct printer software is installed

- Verify that you are using the correct printer software.
- If you are using a USB port, make sure you are running a supported operating system and using compatible printer software.

### Make sure the internal print server is installed properly and working

- Make sure the internal print server is properly installed and that the printer is connected to the network.
- Print a network setup page and check that the status shows **Connected**. If the status is **Not Connected**, check the network cables, and then try printing the network setup page again. Contact your system support person to make sure the network is functioning correctly.

### Make sure you are using a recommended printer cable

### Make sure printer cables are securely connected

Check the cable connections to the printer and print server to make sure they are secure.

For more information, see the setup documentation that came with the printer.

# Confidential and other held jobs do not print

These are possible solutions. Try one or more of the following:

### Partial job, no job, or blank pages print

The print job may contain a formatting error or invalid data.

- Delete the print job, and then print it again.
- For PDF documents, recreate the PDF and then print it again.

### Make sure the printer has sufficient memory

Free up additional printer memory by scrolling through the list of held jobs and deleting some of them.

# Job takes longer than expected to print

These are possible solutions. Try one or more of the following:

### Reduce the complexity of the print job

Eliminate the number and size of fonts, the number and complexity of images, and the number of pages in the job.

### Change the Page Protect setting to Off

1. Make sure the printer is on and **Ready** appears.
2. On the home screen, touch .
3. Touch **Settings**.
4. Touch **General Settings**.
5. Touch the down arrow until **Print Recovery** appears.
6. Touch **Print Recovery**.
7. Touch the right arrow next to **Page Protect** until **Off** appears.
8. Touch **Submit**.
9. Touch .

# Job prints from the wrong tray or on the wrong paper

### Check the paper type setting

Make sure the paper type setting matches the paper loaded in the tray:

1. From the printer control panel Paper menu, check the Paper Type setting.
2. Before sending the job to print, specify the correct type setting:
   - For Windows users, specify the type from Print Properties.
   - For Macintosh users, specify the type from the Print dialog.

# Incorrect characters print

### Make sure the printer is not in Hex Trace mode

If **`Ready Hex`** appears on the display, then you must exit Hex Trace mode before you can print your job. Turn the printer off and back on to exit Hex Trace mode.

# Tray linking does not work

These are possible solutions. Try one or more of the following:

### Load the same size and type of paper

- Load the same size and type of paper in each tray to be linked.
- Move the paper guides to the correct positions for the paper size loaded in each tray.

### Use the same Paper Size and Paper Type settings

- Print a menu settings page and compare the settings for each tray.
- If necessary, adjust the settings from the Paper Size/Type menu.

**Note:** The multipurpose feeder does not automatically sense the paper size. You must set the size from the Paper Size/Type menu.

# Large jobs do not collate

These are possible solutions. Try one or more of the following:

### Make sure Collate is set to On

From the Finishing menu or Print Properties, set Collate to On.

**Note:** Setting Collate to Off in the software overrides the setting in the Finishing menu.

### Reduce the complexity of the print job

Reduce the complexity of the print job by eliminating the number and size of fonts, the number and complexity of images, and the number of pages in the job.

### Make sure the printer has enough memory

Add printer memory or an optional hard disk.

## Unexpected page breaks occur

### Increase the Print Timeout value

1. Make sure the printer is on and **Ready** appears.
2. On the home screen, touch .
3. Touch **Settings**.
4. Touch **General Settings**.
5. Touch the down arrow until **Timeouts** appears.
6. Touch **Timeouts**.
7. Touch the left or right arrow next to **Print Timeout** until the desired value appears.
8. Touch **Submit**.
9. Touch .

# Solving copy problems

## Copier does not respond

These are possible solutions. Try one or more of the following:

### Check the display for error messages

Clear any error messages.

### Check the power

Make sure the printer is plugged in, the power is on, and **Ready** appears.

## Scanner unit does not close

Make sure there are no obstructions:

1. Lift the scanner unit.
2. Remove any obstruction keeping the scanner unit open.
3. Lower the scanner unit.

# Poor copy quality

These are some examples of poor copy quality:

- Blank pages
- Checkerboard pattern
- Distorted graphics or pictures
- Missing characters
- Faded print
- Dark print
- Skewed lines
- Smudges
- Streaks
- Unexpected characters
- White lines in print

These are possible solutions. Try one or more of the following:

### Check the display for error messages

Clear any error messages.

### The toner may be low

When **88 Cartridge low** appears or when the print becomes faded, replace the toner cartridge.

### The scanner glass may be dirty

Clean the scanner glass with a clean, lint-free cloth dampened with water. If your printer has an ADF, be sure to clean the ADF scanner glass as well. For more information, see: "Cleaning the scanner glass" on page 227.

### The copy is too light or too dark

Adjust the copy darkness setting.

### Check the quality of the original document

Make sure the quality of the original document is satisfactory.

### Check the document placement

- Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.
- If you previously loaded your original document into the ADF, try loading it on the scanner glass.

### Unwanted toner is in the background

- Adjust the darkness to a lighter setting.
- Change the **Background Removal** setting in the **Copy Settings** menu.

### Patterns (moiré) appear in the output

- From the printer control panel, press the **Content** button until the light comes on next to Text/Photo.
- Rotate the original document on the scanner glass.
- From the printer control panel, press the **Scale** button and adjust the setting.

### Text is light or disappearing

From the printer control panel, press the **Content** button until the light comes on next to Text or Text/Photo.

### The output appears washed out or overexposed

- From the printer control panel, press the **Content** button until the light comes on next to Text/Photo or Photo.
- From the printer control panel, press the **Darkness** button and change to a darker setting.

### The print is skewed

**Notes:**

- If you are loading your original document in the ADF, adjust the ADF paper guides so they touch the edges of the pages to be scanned.
- Check the paper trays to make sure the guides touch the edges of the loaded paper.

## Partial document or photo copies

These are possible solutions. Try one or more of the following:

### Check the document placement

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

### Check the paper size setting

Make sure the paper size setting matches the paper loaded in the tray:

1. From the printer control panel Paper menu, check the Paper Size setting.
2. Before sending the job to print, specify the correct size setting:
   - For Windows users, specify the size from Print Properties.
   - For Macintosh users, specify the size from the Page Setup dialog.

# Solving scanner problems

## Checking an unresponsive scanner

If your scanner is not responding, then make sure:

- The printer is turned on.
- The printer cable is securely attached to the printer and the host computer, print server, option, or other network device.
- The power cord is plugged into the printer and a properly grounded electrical outlet.
- The electrical outlet is not turned off by any switch or breaker.
- The printer is not plugged into any surge protectors, uninterrupted power supplies, or extension cords.
- Other electrical equipment plugged into the outlet is working.

Once you have checked each of these possibilities, turn the printer off and then back on. This often fixes the problem with the scanner.

## Scan was not successful

These are possible solutions. Try one or more of the following:

### Check the cable connections

Make sure the network or USB cable is securely connected to the computer and the printer.

### An error may have occurred in the program

Turn off and then restart the computer.

## Scanning takes too long or freezes the computer

These are possible solutions. Try one or more of the following:

### Other software programs may be interfering with scanning

Close all programs not being used.

### The scan resolution may be set too high

Select a lower scan resolution.

## Poor scanned image quality

These are possible solutions. Try one or more of the following:

### Check the display for error messages

Clear any error messages.

### The scanner glass may be dirty

Clean the scanner glass with a clean, lint-free cloth dampened with water. For more information, see "Cleaning the scanner glass" on page 227.

### Adjust the scan resolution

Increase the resolution of the scan for a higher quality output.

### Check the quality of the original document

Make sure the quality of the original document is satisfactory.

### Check the document placement

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

## Partial document or photo scans

These are possible solutions. Try one or more of the following:

### Check the document placement

Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner.

### Check the paper size setting

Make sure the paper size setting matches the paper loaded in the tray:

1. From the printer control panel Paper menu, check the Paper Size setting.
2. Before sending the job to print, specify the correct size setting:
   - For Windows users, specify the size from Print Properties.
   - For Macintosh users, specify the size from the Page Setup dialog.

## Cannot scan from a computer

These are possible solutions. Try one or more of the following:

### Check the display for error messages

Clear any error messages.

### Check the power

Make sure the printer is plugged in, the power is on, and **Ready** appears.

### Check the cable connections

Make sure the network or USB cable is securely connected to the computer and the printer.

# Solving fax problems

## Caller ID is not shown

Contact your telecommunications company to verify that your telephone line is subscribed to the caller ID service.

If your region supports multiple caller ID patterns, you may have to change the default setting. There are two settings available: FSK (pattern 1) and DTMF (pattern 2). The availability of these settings by way of the Fax menu depends on whether your country or region supports multiple caller ID patterns. Contact your telecommunications company to determine which pattern or switch setting to use.

## Cannot send or receive a fax

These are possible solutions. Try one or more of the following:

### Enable the fax function

For more information, see "Initial fax setup" on page 124.

### Check the display for error messages

Clear any error messages.

### Check the power

Make sure the printer is plugged in, the power is on, and **Ready** appears.

### Check the printer connections

Make sure the cable connections for the following hardware are secure, if applicable:

- Telephone
- Handset
- Answering machine

### Check the telephone wall jack

1. Plug a telephone into the wall jack.
2. Listen for a dial tone.
3. If you do not hear a dial tone, then plug a different telephone into the wall jack.
4. If you still do not hear a dial tone, then plug a telephone into a different wall jack.
5. If you hear a dial tone, then connect the printer to that wall jack.

## Review this digital phone service checklist

The fax modem is an analog device. Certain devices can be connected to the printer so that digital telephone services can be used.

- If you are using an ISDN telephone service, then connect the printer to an analog telephone port (an R-interface port) on an ISDN terminal adapter. For more information and to request an R-interface port, contact your ISDN provider.
- If you are using DSL, then connect to a DSL filter or router that will support analog use. For more information, contact your DSL provider.
- If you are using a PBX telephone service, then make sure you are connecting to an analog connection on the PBX. If none exists, consider installing an analog telephone line for the fax machine.

## Check for a dial tone

- Place a test call to the telephone number to which you want to send a fax to make sure that it is working correctly.
- If the telephone line is being used by another device, then wait until the other device is finished before sending a fax.
- If you are using the On Hook Dial feature, then turn up the volume to verify a dial tone.

## Temporarily disconnect other equipment

To ensure the printer is working correctly, connect it directly to the telephone line. Disconnect any answering machines, computers with modems, or telephone line splitters.

## Check for jams

Clear any jams, and then make sure that **Ready** appears.

## Temporarily disable Call Waiting

Call Waiting can disrupt fax transmissions. Disable this feature before sending or receiving a fax. Call your telephone company to obtain the keypad sequence for temporarily disabling Call Waiting.

## Voice Mail service may be interfering with the fax transmission

Voice Mail offered through your local telephone company may disrupt fax transmissions. To enable both Voice Mail and the printer to answer calls, you may want to consider adding a second telephone line for the printer.

## The printer memory may be full

1. Dial the fax number.
2. Scan the original document one page at a time.

# Can send but not receive faxes

These are possible solutions. Try one or more of the following:

### Check to see if the paper tray is empty

Load paper in the tray.

### Check the ring count delay settings

The ring count delay sets the number of times the phone line rings before the printer answers. If you have extension phones on the same line as the printer, or subscribe to the telephone company's Distinctive Ring service, then keep the Ring Delay setting at 4.

1. Type the printer IP address into the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Settings**.
3. Click **Fax Settings**.
4. Click **Analog Fax Setup**.
5. In the Rings to Answer box, enter the number of times you want the phone to ring before answering.
6. Click **Submit**.

### The toner may be low

**88 Cartridge low** appears when the toner is low.

# Can receive but not send faxes

These are possible solutions. Try one or more of the following:

### The printer is not in Fax mode

On the home screen, touch **Fax** to put the printer in Fax mode.

### The document is not loaded properly

Load the original document faceup, short edge first into the ADF or facedown on the scanner glass in the upper left corner.

**Note:** Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

### Make sure the shortcut number is set up properly

- Check to make sure the shortcut number has been programmed for the number that you want to dial.
- As an alternative, dial the telephone number manually.

## Received fax has poor print quality

These are possible solutions. Try one or more of the following:

### Re-send the document

Ask the person who sent you the fax to:

- Check that the quality of the original document is satisfactory.
- Resend the fax. There may have been a problem with the quality of the telephone line connection.
- Increase the fax scan resolution, if possible.

### The toner may be low

When **88 Cartridge low** appears or when you experience faded print, replace the cartridge.

### Make sure the fax transmission speed is not set too high

Decrease the incoming fax transmission speed:

1. Type the printer IP address into the address field of your Web browser.

   **Note:** If you do not know the IP address of the printer, then print a network setup page and locate the IP address in the TCP/IP section.

2. Click **Settings**.
3. Click **Fax Settings**.
4. Click **Analog Fax Setup**.
5. In the Max Speed box, click on one of the following:

   **2400**
   **4800**
   **9600**
   **14400**
   **33600**

6. Click **Submit**.

# Solving option problems

## Option does not operate correctly or quits after it is installed

These are possible solutions. Try one or more of the following:

### Reset the printer

Turn the printer off, wait about 10 seconds, and then turn the printer on.

### Check to see if the option is connected to the printer

1. Turn the printer off.
2. Unplug the printer.
3. Check the connection between the option and the printer.

### Make sure the option is installed correctly

### Make sure the option is selected

From the computer you are printing from, select the option. For more information, see "Updating available options in the printer driver" on page 54.

## Drawers

These are possible solutions. Try one or more of the following:

### Make sure the paper is loaded correctly

1. Pull the tray completely out.
2. Check for paper jams or misfeeds.
3. Make sure the guides are aligned against the edges of the paper.
4. Insert the tray.

### Reset the printer

Turn the printer off, wait about 10 seconds, and then turn the printer on.

## Memory card

Make sure the memory card is securely connected to the printer system board.

## Flash memory card

Make sure the flash memory card is securely connected to the printer system board.

## Hard disk with adapter

Make sure the hard disk is securely connected to the printer system board.

## Internal Solutions Port

If the Internal Solutions Port (ISP) does not operate correctly, then these are possible solutions. Try one or more of the following:

### Check the ISP connections

- Make sure the ISP is securely attached to the printer system board.
- Make sure the cable is securely connected to the correct connector.

### Check the cable

Make sure you are using the correct cable and that it is securely connected.

### Make sure the network software is configured correctly

For information about installing software for network printing, see the *Networking Guide* on the *Software and Documentation* CD

# Solving paper feed problems

## Paper frequently jams

These are possible solutions. Try one or more of the following:

### Check the paper

Use recommended paper and specialty media. For more information, see the chapter about paper and specialty media guidelines.

### Make sure there is not too much paper in the paper tray

Make sure the stack of paper you load does not exceed the maximum stack height indicated in the tray or on the multipurpose feeder.

### Check the paper guides

Move the guides in the tray to the correct positions for the paper size loaded.

### The paper may have absorbed moisture due to high humidity

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

# Paper trays

These are possible solutions. Try one or more of the following:

### Make sure the paper is loaded correctly

1. Open the paper tray.
2. Check for paper jams or misfeeds.
3. Make sure paper guides are aligned against the edges of the paper.
4. Make sure the paper tray closes properly.

### Reset the printer

Turn the printer off, wait about 10 seconds, and then turn the printer on.

### Make sure the paper tray is installed correctly

# Paper jam message remains after jam is cleared

### Check the paper path

The paper path is not clear. Clear jammed paper from the entire paper path, and then touch **Continue**.

# Page that jammed does not reprint after you clear the jam

### Turn on Jam Recovery

In the Setup menu, Jam Recovery is set to Off. Set Jam Recovery to Auto or On:

1. Make sure the printer is on and **Ready** appears.
2. On the home screen, touch .
3. Touch **Settings**.
4. Touch **General Settings**.
5. Touch the down arrow until **Print Recovery** appears.
6. Touch **Print Recovery**.
7. Touch the right arrow next to **Jam Recovery** until **On** or **Auto** appears.
8. Touch **Submit**.
9. Touch .

# Solving print quality problems

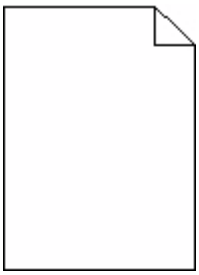
The information in the following topics may help you solve print quality problems. If these suggestions still do not correct the problem, contact Customer Support. You may have a printer part that requires adjustment or replacement.

## Isolating print quality problems

To help isolate print quality problems, print the print quality test pages:

1. Turn the printer off.
2. Load Letter- or A4-size paper in the tray.
3. Hold down 2 and 6 while turning the printer on.
4. Release the buttons when the screen with the progress bar appears.
   The printer performs a power-on sequence, and then the Configuration menu appears.
5. Touch the down arrow until **`Print Quality Pages`** appears.
6. Touch **Print Quality Pages**.
   The print quality test pages print.
7. Touch **Back**.
8. Touch **Exit Configuration**.

## Blank pages



These are possible solutions. Try one or more of the following:

### Packing material may be on the toner cartridge

Remove the toner cartridge and make sure the packing material is properly removed. Reinstall the toner cartridge.

### The toner may be low

When **`88 Cartridge Low`** appears, order a new toner cartridge.

If the problem continues, the printer may need to be serviced. For more information, contact Customer Support.

## Characters have jagged or uneven edges

These are possible solutions. Try one or more of the following:

### Check the print quality settings

- Change the Print Resolution setting in the Quality menu to 600 dpi, 1200 Image Q, 1200 dpi, or 2400 Image Q.
- Enable Enhance Fine Lines in the Quality menu.

### Make sure downloaded fonts are supported

If you are using downloaded fonts, then verify that the fonts are supported by the printer, the host computer, and the software program.

## Clipped images

Try one or more of the following:

### Check the guides

Move the width and length guides in the tray to the correct positions for the paper size loaded.

### Check the paper size setting

Make sure the paper size setting matches the paper loaded in the tray:

1. From the printer control panel Paper menu, check the Paper Size setting.
2. Before sending the job to print, specify the correct size setting:
   - For Windows users, specify the size from Print Properties.
   - For Macintosh users, specify the size from the Page Setup dialog.

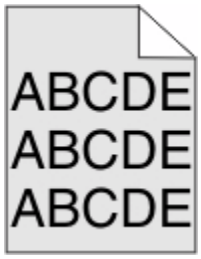
## Ghost images

### Check the paper type setting

Make sure the paper type setting matches the paper loaded in the tray:

1. From the printer control panel Paper menu, check the Paper Type setting.
2. Before sending the job to print, specify the correct type setting:
   - For Windows users, specify the type from Print Properties.
   - For Macintosh users, specify the type from the Print dialog.

## Gray background




### Check the Toner Darkness setting

Select a lighter Toner Darkness setting:

- From the printer control panel Quality menu, change the setting.
- For Windows users, change the setting from Print Properties.
- For Macintosh users, change the setting from the Print dialog.

## Incorrect margins

These are possible solutions. Try one or more of the following:

### Check the paper guides

Move the guides in the tray to the correct positions for the paper size loaded.

### Check the paper size setting

Make sure the paper size setting matches the paper loaded in the tray:

1. From the printer control panel Paper menu, check the Paper Size setting.
2. Before sending the job to print, specify the correct size setting:
   - For Windows users, specify the size from Print Properties.
   - For Macintosh users, specify the size from the Page Setup dialog.

## Paper curl

These are possible solutions. Try one or more of the following:

### Check the paper type setting

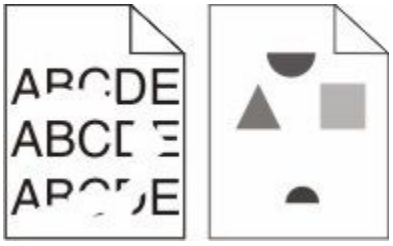
Make sure the paper type setting matches the paper loaded in the tray:

1. From the printer control panel Paper menu, check the Paper Type setting.
2. Before sending the job to print, specify the correct type setting:
   - For Windows users, specify the type from Print Properties.
   - For Macintosh users, specify the type from the Print dialog.

### The paper has absorbed moisture due to high humidity

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

## Print irregularities



These are possible solutions. Try one or more of the following:

### The paper may have absorbed moisture due to high humidity

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

### Check the paper type setting

Make sure the paper type setting matches the paper loaded in the tray:

1. From the printer control panel Paper menu, check the Paper Type setting.
2. Before sending the job to print, specify the correct type setting:
   - For Windows users, specify the type from Print Properties.
   - For Macintosh users, specify the type from the Print dialog.

### Check the paper

Avoid textured paper with rough finishes.

### The toner may be low

When **88 Cartridge Low** appears or when the print becomes faded, replace the toner cartridge.

### The fuser may be worn or defective

Replace the fuser.

## Skewed print

These are possible solutions. Try one or more of the following:

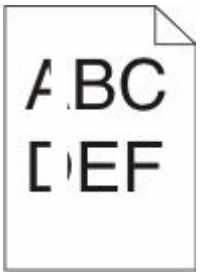
### Check the paper guides

Move the guides in the tray to the correct positions for the paper size loaded.

### Check the paper

Make sure you are using paper that meets the printer specifications.

## Solid black or white streaks appear on transparencies or paper




These are possible solutions. Try one or more of the following:

### Ensure that the fill pattern is correct

If the fill pattern is incorrect, choose a different fill pattern from your software program.

### Check the paper type

- Try a different type of paper.
- Use only the recommended transparencies.
- Ensure that the Paper Type setting matches what is loaded in the tray or feeder.
- Ensure that the Paper Texture setting is correct for the type of paper or specialty media loaded in the tray or feeder.

### Ensure that the toner is distributed evenly within the toner cartridge

Remove the toner cartridge and shake it from side to side to redistribute the toner, and then reinstall it.

### The toner cartridge may be defective or low on toner

Replace the used toner cartridge with a new one.

## Print is too light

These are possible solutions. Try one or more of the following:

### Check the darkness, brightness, and contrast settings

The Toner Darkness setting is too light, the Brightness setting is too light, or the Contrast setting is too low.

- Change these settings from the printer control panel Quality menu.
- For Windows users, change these settings from Print Properties.
- For Macintosh users, change these settings from the Print dialog and pop-up menus.

### The paper has absorbed moisture due to high humidity

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

### Check the paper

Avoid textured paper with rough finishes.

### Check the paper type setting

Make sure the paper type setting matches the paper loaded in the tray:

1. From the printer control panel Paper menu, check the Paper Type setting.
2. Before sending the job to print, specify the correct type setting:
   - For Windows users, specify the type from Print Properties.
   - For Macintosh users, specify the type from the Print dialog.

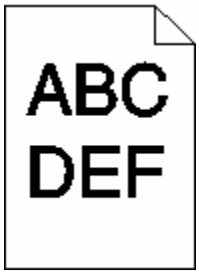
### The toner is low

When `88 Cartridge Low` appears, order a new toner cartridge.

### The toner cartridge may be defective

Replace the toner cartridge.

## Print is too dark




These are possible solutions. Try one or more of the following:

### Check the darkness, brightness, and contrast settings

The Toner Darkness setting is too dark, the Brightness setting is too dark, or the Contrast setting is too high.

- Change these settings from the printer control panel Quality menu.
- For Windows users, change these settings from Print Properties.
- For Macintosh users, change these settings from the Print dialog and pop-up menus.

### The paper has absorbed moisture due to high humidity

- Load paper from a fresh package.
- Store paper in its original wrapper until you use it.

### Check the paper

Avoid textured paper with rough finishes.

### Check the paper type setting

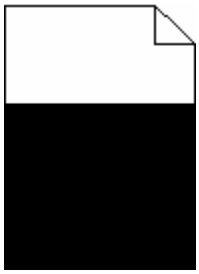
Make sure the paper type setting matches the paper loaded in the tray:

1. From the printer control panel Paper menu, check the Paper Type setting.
2. Before sending the job to print, specify the correct type setting:
   - For Windows users, specify the type from Print Properties.
   - For Macintosh users, specify the type from the Print dialog.

### The toner cartridge may be defective

Replace the toner cartridge.

## Solid color pages



These are possible solutions. Try one or more of the following:

### Make sure the toner cartridge is properly installed

Remove the toner cartridge and shake it from side to side to redistribute the toner, and then reinstall it.

### The toner cartridge may be defective or low on toner

Replace the used toner cartridge with a new one. If the problem continues, the printer may need to be serviced. For more information, contact Customer Support.

## Streaked vertical lines

These are possible solutions. Try one or more of the following:

### The toner is smeared

Select another tray or feeder to feed paper for the job:

- From the printer control panel Paper Menu, select the Default Source.
- For Windows users, select the paper source from Print Properties.
- For Macintosh users, select the paper source from the Print dialog and pop-up menus.

### The toner cartridge is defective

Replace the toner cartridge.

### The paper path may not be clear

Check the paper path around the toner cartridge.

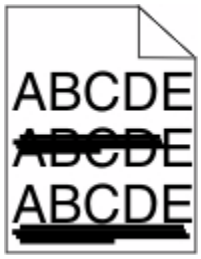
**CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

Clear any paper you see.

### There is toner in the paper path

Contact Customer Support.

## Streaked horizontal lines




These are possible solutions. Try one or more of the following:

### The toner is smeared

Select another tray or feeder to feed the paper for the job:

- From the printer control panel Paper Menu, select the Default Source.
- For Windows users, select the paper source from Print Properties.
- For Macintosh users, select the paper source from the Print dialog and pop-up menus.

### The toner cartridge may be defective

Replace the toner cartridge.

### The paper path may not be clear

Check the paper path around the toner cartridge.

**CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

Clear any paper you see.

### There is toner in the paper path

Contact Customer Support.

## Toner fog or background shading appears on the page

These are possible solutions. Try one or more of the following:

### The toner cartridge may be defective

Replace the toner cartridge.

### The charge rolls may be defective

Replace the charge rolls.

### There is toner in the paper path

Contact Customer Support.

## Toner rubs off

These are possible solutions. Try one or more of the following:

### Check the paper type setting

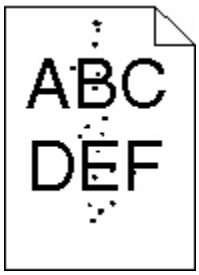
Make sure the paper type setting matches the paper loaded in the tray:

1. From the printer control panel Paper menu, check the Paper Type setting.
2. Before sending the job to print, specify the correct type setting:
   - For Windows users, specify the type from Print Properties.
   - For Macintosh users, specify the type from the Print dialog.

### Check the Paper Texture setting

From the printer control panel Paper menu, make sure the Paper Texture setting matches the paper loaded in the tray.

## Toner specks




These are possible solutions. Try one or more of the following:

### The toner cartridge may be defective

Replace the toner cartridge.

### There is toner in the paper path

Contact Customer Support.

## Transparency print quality is poor

Try one or more of the following:

### Check the transparencies

Use only transparencies that meet the printer specifications.

### Check the paper type setting

Make sure the paper type setting matches the paper loaded in the tray:

1. From the printer control panel Paper menu, check the Paper Type setting.
2. Before sending the job to print, specify the correct type setting:
   - For Windows users, specify the type from Print Properties.
   - For Macintosh users, specify the type from the Print dialog.

## Uneven print density

| Example | Cause | Solution |
|---|---|---|
| | Toner cartridge is worn or defective. | Replace the toner cartridge. |
| | Photoconductor is worn or defective. | Replace the photoconductor. |

# Embedded Web Server does not open

These are possible solutions. Try one or more of the following:

### Check the network connections

Make sure the printer and computer are turned on and connected to the same network.

### Check the network settings

Depending on the network settings, you may need to type **`https://`** instead of **`http://`** before the printer IP address to access the Embedded Web Server. For more information, see your system administrator.

# Contacting Technical Support

When you call Technical Support, describe the problem you are experiencing, the message on the display, and the troubleshooting steps you have already taken to find a solution.

You need to know your printer model type and the Service Tag number or Express Service Code. For more information, see the label on the inside top front cover of the printer. The Service Tag number is also listed on the menu settings page.

For additional technical support, check the Dell Support Web site at **support.dell.com**.

# Appendix

## Dell Technical Support Policy

Technician-assisted technical support requires the cooperation and participation of the customer in the troubleshooting process and provides for restoration of the Operating System, application software and hardware drivers to the original default configuration as shipped from Dell, as well as the verification of appropriate functionality of the printer and all Dell-installed hardware. In addition to this technician assisted technical support, online technical support is available at Dell Support. Additional technical support options may be available for purchase.

Dell provides limited technical support for the printer and any Dell-installed software and peripherals. Support for third-party software and peripherals is provided by the original manufacturer, including those purchased and/or installed through Software & Peripherals (DellWare), ReadyWare, and Custom Factory Integration (CFI/DellPlus).

## Contacting Dell

You can access Dell Support at **support.dell.com**. Select your region on the WELCOME TO DELL SUPPORT page, and fill in the requested details to access help tools and information.

You can contact Dell electronically using the following addresses:

- World Wide Web

  **www.dell.com/**

  **www.dell.com/ap/** (Asian/Pacific countries only)

  **www.dell.com/jp/** (Japan only)

  **www.euro.dell.com** (Europe only)

  **www.dell.com/la/** (Latin American and Caribbean countries)

  **www.dell.ca** (Canada only)
- Anonymous file transfer protocol (FTP)

  **ftp.dell.com**

  Log in as user: anonymous, and use your email address as your password.
- Electronic Support Service

  **mobile_support@us.dell.com**

  **support@us.dell.com**

  **la-techsupport@dell.com** (Latin America and Caribbean countries only)

  **apsupport@dell.com** (Asian/Pacific countries only)

  **support.jp.dell.com** (Japan only)

  **support.euro.dell.com** (Europe only)
- Electronic Quote Service

  **apmarketing@dell.com** (Asian/Pacific countries only)

  **sales_canada@dell.com** (Canada only)

# Warranty and Return Policy

Dell Inc. (“Dell”) manufactures its hardware products from parts and components that are new or equivalent to new in accordance with industry-standard practices. For information about the Dell warranty for your printer, refer to the *Product Information Guide*.

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